

VOLUNTEER LEARNING ASSISTANT  
ROLE INFORMATION AND APPLICATION FORM

**About Hastings Contemporary**

Hastings Contemporary brings world-class modern and contemporary art to a spectacular coastal setting. The gallery is a key part of the vibrant artistic network of the south coast, presenting an ambitious programme of exhibitions, events and activities in the heart of Hastings Old Town.We encourage learning, access and enthusiasm for the visual arts with people of all ages and backgrounds. Hastings Contemporary is a registered charity. **About the role - Volunteer Learning Assistant**

Volunteers play a vital part in the gallery’s operations, ensuring that we deliver the highest standard of visitor engagement and experience, and enjoy a range of volunteer benefits in return.

We are looking for enthusiastic and committed **Volunteer Learning Assistants** to help us deliver our local schools outreach programme, school group visits, Family Days and after-school clubs.

This is a great opportunity to learn new skills in a cultural environment. Working with the gallery team and freelance artist facilitators, you will help welcome families and young people to the gallery, encouraging them to get the most out of their visit.

We would love for you to get involved with a range of different activities around the gallery, encouraging participants to have a go at drawing, reading, listening, crafting and more.

We want young people to feel that Hastings Contemporary is a space where they can create, as well as visit, reinforcing our ambition of creating a shared space for our community.

**Please note that this is an unpaid role. For insurance purposes all applicants must be aged 16 or over. All applicants will also be subject to an enhanced DBS check.**

**How to apply**

If becoming a Volunteer Learning Assistant sound like the right opportunity for you, please complete the application form below and send it and your CV to Louisa Sealand, Learning Coordinator at [louisa@hastingscontemporary.org](mailto:louisa@hastingscontemporary.org) Equally, if you have any questions or want to discuss the role, please don’t hesitate to get in touch with Louisa.

If your application is successful, you will be invited to a two-way discussion to find out more about the role and decide whether this is the right opportunity for you. This is also an opportunity for us to gauge your suitability for the role.

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| **Role Title:** | Volunteer Learning Assistant |
| **Responsible to:** | Learning Coordinator/Public Programme Coordinator |
| **Liaison with:** | All staff  Learning / workshops / activity participants |
| **Purpose of Role:** | * To support the Learning Coordinator, Public Programme Coordinator and freelance artist facilitators in facilitating learning activities with young people, families and school visits * To provide a positive and engaging experience for learning participants |
| **Main Duties and Responsibilities:** | * Support gallery staff and artist facilitators in practical tasks such as setting up and clearing down the studio and gallery spaces for activities. * Engage the participants with our exhibitions and learning activities * Be knowledgeable about the exhibitions, gallery events, and learning programme * To ensure the security of artwork and galleries during workshops * Other duties commensurate with the general responsibilities of the role |
| **Role specification:** | * Good communication skills * Ability to positively interact with young people and staff * Punctual, reliable, professional and security conscious * Hold a current enhanced DBS certificate or be willing to allow the gallery to apply for an enhanced DBS check for you |

**Benefits**

* A Hastings Contemporary Volunteers card entitling you to 20% discount in the gallery shop and discount at selected times at *coquina* café.
* Free admission to the gallery and 2 complimentary tickets per exhibition season for guests
* Access to reciprocal entry agreements with The Royal Academy, Dulwich Picture House, Whitechapel Gallery, Pallant House and Charleston (subject to change)
* Private views and tours of new exhibitions
* Volunteer socials and outings
* The opportunity to submit your artwork to our annual staff exhibition as part of Coastal Currents

**CURRENT OPPORTUNITIES 2025-26**

Pearls of the Sea   
**Mondays and Tuesdays in November-December 2025  
9am-12.30pm or 12noon-3.30pm**

Pearls of the Sea is our flagship school outreach programme for local primary schools. Eight local primary schools send up to 60 students each to participate in a series of in-gallery and in-school workshops that culminate in an exhibition in the gallery in spring 2026.

Working with the Learning Coordinator and artist facilitators, you will get involved with delivering a variety of gallery-based art activities, assisting with practical workshops and invigilating exhibitions, whilst encouraging students to feel comfortable in a gallery space and have a go at interpreting art and exploring their own creativity.

The Cove  
**Mondays and Tuesdays in March-June 2026** **9am-12.30pm or 12noon-3.30pm**

*The Cove* is our emerging secondary school SEND (Special Educational Needs and Disabilities) outreach programme. Each local secondary school can send a cohort of up to 20 SEND students to take part in a longer series of gallery visits and workshops that will culminate in an exhibition of work in the gallery in the summer of 2026.

Much like *Pearls of the Sea*, on this programme, you will be working with the Learning Coordinator, artist facilitators and specialist school staff to get involved with delivering a variety of gallery- based art activities, assisting with practical workshops and invigilating exhibitions, whilst encouraging students to feel comfortable in a gallery space and have a go at interpreting art and exploring their own creativity.

School visits  
**Mondays and Tuesdays in termtime, ad hoc all year round  
9am-12.30pm or 12noon-3.30pm**

We also offer guided tour and full school day workshops to both local and regional schools, colleges and universities on a commercial basis. There are usually approximately 15- 20 school visits per academic year outside our standard opening hours that require support from our Volunteer Learning Assistants.

We endeavour to give a minimum of 4 weeks’ notice of any bookings that would benefit from volunteer assistance wherever possible.

Brill: After School Art Club  
**Wednesday in term time, blocks of 5 weeks**   
**4pm-5.30pm**

*Brill* is our after school art club for primary aged children. Led by an experienced artist facilitator, each five week block gives children the opportunity to explore new materials and techniques in a friendly and relaxed environment. You will be working with the Public Programme Coordinator and the artist facilitator to assist with these practical workshops.   
  
Family Days  
**Every Thursday during school holidays**  
**11am-2pm or 2pm-4.30pm**

Every Thursday during the school holidays, we transform the gallery with creative activities, including an artist-led workshop in the studio, and invite families to create and play their way around the exhibitions.There are usually at least 3 activity stations around the building that offer scope for hands-on experience of encouraging creativity.

APPLICATION FORM   
VOLUNTEER LEARNING ASSISTANT 2025-26

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| **Full Name:** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **Email Address:** |  |

Please note that we take security data seriously at Hastings Contemporary. We do not sell, rent, or trade the data we have. We will only use your data in the way in which it was entrusted to us. We hold all data in compliance with GDPR and only work with partners who are also GDPR compliant. If you wish to know about how we hold data on volunteers, please contact the Visitor Services Manager on application to becoming a volunteer.

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| **Please outline why you wish to volunteer at Hastings Contemporary and what skills and experiences you have to offer to the role of Volunteer Learning Assistant?** |
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**Availability**

Hastings Contemporary operates variable opening times to meet visitor demands, including evenings, weekends and Bank Holidays. We understand that you may have various commitments, so we ask that you complete the following availability form so that we know what hours you are able to do. We cannot guarantee that we are able to give the requested hours however we will endeavour to do our best to ensure that you are satisfied with your hours.

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| **Please tick your availability** | **Mornings** | **Afternoons** |
| **Monday** (Education Visits) |  |  |
| **Tuesday** (Education Visits) |  |  |
| **Wednesday** (Brill Art Club) |  |  |
| **Thursday (**Family Days) |  |  |
| **Friday** |  |  |

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| **How many shifts to can you commit to?** | **Per week** |  | **Per Month** |  |

**References and DBS status**

Please provide one referee. They should be either a former employer, or your teacher/lecturer/tutor.

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| **Referee name:** |  |
| **Address:** |  |
| **Email Address:** |  |
| **Contact Number:** |  |
| **Relationship to you:** |  |

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| **Do you hold a current enhanced DBS (Disclosure and Barring Service) certificate?** | **YES/NO** |
| **If no, are you willing to allow Hastings Contemporary to apply for an enhanced DBS for you?** | **YES/NO** |

**Please send your CV and a completed application form to:**Louisa Sealand, Learning and Group Visits Coordinator  
louisa@hastingscontemporary.org