



# INFORMATION FOR VOLUNTEERS

Arts Access SA is a not-for-profit organisation which can provide a number of services to assist disability organisations with providing and improving access to the arts for people with disabilities. To help us provide a diverse array of quality services to people with disabilities, Arts Access SA regularly requires the assistance of volunteers for an array of tasks.

Tasks which volunteers assist Arts Access SA with, include:

- Assisting with serving food and drinks at visual arts exhibition launches and Fridays at 5
- Presenting and producing Radio Cool on Radio Adelaide 101.5FM
- Administrative tasks - data entry, photocopying, filing and phone answering
- Front of House and Stage Management at Club Cool
- Distributing promotional materials for Club Cool and Radio Cool

Before, during and after our annual festival, **High Beam Global**, is when the greatest need for volunteers exist. Tasks one can undertake during that period, includes:

## PRE-FESTIVAL

- **Administrative and office assistance:** conference telemarketing, mail outs, responding to phone calls, media assistance, collating information
- **Site and venue setup:** Must be fit and reliable
- **Runners:** Distribution of information and posters, must have own transport

## FESTIVAL EVENTS

- **Meeters and greeters:** Strong communication and cross-cultural skills. Confident to assist interstate and international performers and visitors. Should have access to knowledge about locations of banks, restaurants, bus routes, taxis, etc. car (optional), serving food and drinks at events, surveying audience members
- **Box office:** First impressions are important here. Selling tickets – people and money skills required.
- **Production setup:** Assisting in set up and dismantling of production equipment
- **Maintenance:** Keeping venues neat and tidy
- **Artists assistants:** to work with artists and participants in workshops
- **Gallery sitting:** Welcoming people to the gallery and providing security and visitor information
- **Market researchers:** Interviewing audience members regarding response to shows and exhibitions

## POST FESTIVAL

- **Clean up:** Removing, stacking, cleaning, and transferring equipment

## ELIGIBILITY CRITERIA

To volunteer with Arts Access SA, you must be able to fulfil the following criteria:

- To be able to take instructions, responsibility and work with others.
- To be respectful and considerate to all volunteers and staff, especially those with disabilities.
- To be willing to undergo training, learn new skills and a Police check.

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*To find out more and/or to make an appointment, to meet Arts Access SA's Volunteer Coordinator, please ring 8224 0799. Times for appointments are limited, so please be aware, you may have to wait 4-6 weeks.*

[www.artsaccess-sa.org.au](http://www.artsaccess-sa.org.au)



Government of South Australia  
Arts SA and Department for Families and Communities