



### **Volunteer Assistant:**

Would you like help facilitate and assist dance, drama and singing classes? Do you wish to be more involved in community arts practice? Montage Theatre Arts are seeking enthusiastic and motivated voluntary assistants to help deliver courses throughout the year.

Montage Theatre Arts (MTA) is a charity based in Deptford, south-east London and was founded and is run by Artistic Director, Judy Gordon. It is Lewisham's only revenue-funded arts organisation in the Brockley Ward. The company runs up to 33 weekly classes plus holiday courses for young people and the elderly from the local community in the performing arts. With a respected track record for offering excellent and vital opportunities, MTA helps people from a highly deprived area to acquire techniques and skills, develop confidence and social ability, whilst breaking down barriers between cultural groups and the generations.

MTA's office is based at the Albany in Deptford, a lively community building housing many small arts and charitable organisations, as well as its own notable theatre. All weekly classes are based in Brockley: Prendergast-Hilly Fields College. Children's courses take place on Mondays, Tuesdays and Fridays after school and from 9am till 4:30pm on Saturdays with classes for adults on Tuesday and Thursday mornings.

### **Role**

This is an exciting and hands-on role which has inspired and enabled previous volunteers to pursue further study and careers in teaching and facilitating dance, drama and music. The role of classroom volunteers is to support the teacher by carrying out the following:

## **Responsibilities:**

### **Class Assisting**

- Being a good example for the students and maintaining good behaviour.
- Assisting in instruction by demonstrating techniques (If asked and where appropriate).
- Ensuring all children are happy and participating to the best of their ability.
- Ensuring the safety of all participants within the classroom by carrying out routine risk assessment ahead of classes and being vigilant during.
- Taking warm-ups or other exercises (When asked by the teacher).
- Supervising the children to and from the class room and during breaks.
- At all times, working in accordance with Montage Theatre Art's policies and procedures, especially in relation to health and safety and child protection issues.

### **Administration**

- Assisting the Course Manager in administration of classes
- Taking registers and headcounts.
- Directing parents and students between the sites.
- Photocopying and related administration.
- Ensuring the safety of all participants outside of the classroom by carrying out routine risk assessment and remaining vigilant.
- Ensuring that all children are collected safely from classes.
- At all times, working in accordance with Montage Theatre Art's policies and procedures, especially in relation to health and safety and child protection issues. Training will be given.

### **This position would suit:**

- Adults or young people currently studying or have studied the performing arts (Drama, Dance or Singing)
- Individuals wishing to gain experience in teaching.
- Individuals who genuinely enjoy working with children, young people and adults, showing commitment and reliability with a bright, positive and responsible attitude.
- Good communication skills and the ability to work on own or as a team

### **Other Details:**

- Induction and training provided following a successful 4 week probationary period.
- Full references offered to individuals who successfully complete six months of volunteering.
- For students undertaking a relevant course of study, these placements may be viewed as a formal part of their courses. In this case, Montage Theatre Arts will provide support and assessment as required by the participating college or university.
- Expenses paid up to £2.40 travel expenses per day or £5 if working on a Saturday
- 11 week term in school term time, with a break for half term.

- Days required to work would be one of following: Mon, Tue and Fri evenings from 3:45-7:30 and Saturdays from 9-1:15pm
- All the opportunities take place in South East London at:  
Prendergast Hilly Fields College, Adelaide Avenue, Brockley, SE4 1LE

**Start Date September 2014**

**For information and applications:**

To apply please email a recent CV and a brief outline of why you are interested in volunteering for Montage Theatre Arts to [gm@montagetheatre.com](mailto:gm@montagetheatre.com)