

## **Role Description**

### **Memory Gathering (Oral History) Volunteer – Brighton Dome and Brighton Festival**

Do you have a curious mind? Would you like to learn how to record Oral Histories about Brighton Dome?

The iconic Brighton Dome Corn Exchange and Studio Theatre are undergoing a huge redevelopment to provide state of the art multi-arts venue facilities in the heart of the city.

Local people and visitors to the city have been coming to the Dome for generations. This project will collect memories and stories about the people who have passed through these buildings over the years. We will capture its heritage and share the role it has played in the lives of Brighton & Hove residents, including staff, audiences and the wider community.

We are looking for volunteers to join the Oral History Team and help us record memories of audiences and staff past and present. The memories we gather will feed into future tours and exhibitions at Brighton Dome and help us share our heritage with generations to come.

#### **What might you do as an Oral History Volunteer:**

We are seeking volunteer researchers for 2-4 hours per week for this **project** who can research independently and record oral history interviews when convenient for you, monthly research sessions, and occasional keeping in touch meetings with the project manager.

#### **Volunteers will receive support and training to:**

- Attend and record oral history interviews
- Visit The Dome and related venues for the purpose of oral history interviews
- Upload recorded interviews
- Summarise recorded interviews for archival purposes
- Attend events, exhibitions and outings related to project
- Copy and write up the material gathered so that it can be used by the project

#### **Skills Required:**

- Learn new skills and successfully record oral histories
- Summarising oral history interviews
- Good written and spoken English
- An interest in local history
- A positive and imaginative approach to volunteering



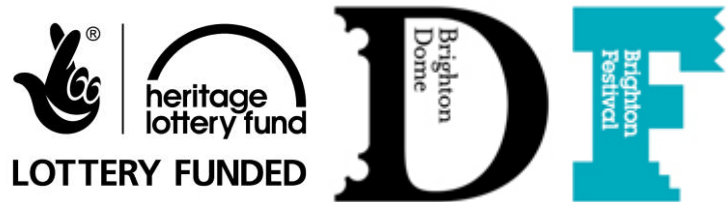
- Good interpersonal and team working skills
- We believe that diversity strengthens and enriches us, and that it is the responsibility of everyone at Brighton Dome and Brighton Festival to make the arts and cultural sector a more diverse and equal place. As Black, Asian and minority ethnic (BAME) and disabled people are currently under-represented at Brighton Dome and Brighton Festival, we particularly encourage and welcome applications from BAME and disabled applicants.

### **What will you get out of it?**

- Meet new people, build confidence.
- Learn research, computer, interview and presentation skills
- Contribute to heritage and history material for the newly re-opened Brighton Dome and Corn Exchange and future tours and exhibitions.
- We are happy to provide references for our volunteers
- On occasion, free or reduced price tickets may become available. We do not guarantee you tickets, but as a volunteer you may be able to apply for these. Tickets are offered on a first come, first served basis.

### **Location, availability and commitment**

- Volunteering location for this project will be flexible based on the needs of the project / interviewees: Training and work might take place at: the Brighton Open Market, libraries or community centres with internet access, interviewees homes, the Brighton Dome venue or in the Brighton Dome and Festival Administration Offices :12a, Pavilion Buildings, Castle Square, Brighton, BN1 1EE.
- Travel expenses will be reimbursed in agreement with the Volunteer Coordination Manager.
- This opportunity is available immediately and will last until the end of December 2021.
- Commitment: We are looking for volunteers who can commit to the project for a period of 10 months from April-December 2021. Volunteers will need to attend eight two hour research session once a month from April – Dec 2021 (Dates TBC)
- We will offer you a free online oral history training workshop on Wednesday 7<sup>th</sup> April 2021, with follow up oral history practice later the same month. You will then participate in a series of recorded interviews to gather performance memories from local people and performers, and to work with the material they produce to extract quotes and stories. These will then be archived and used to celebrate The Dome in Brighton and Hove culture.
- We would also like to invite you to attend sporadic Brighton Dome Open Days and Events in 2021 to support this project engagement.



## **Application Process**

- Complete the WORD application form and Equal Opportunities form and return them to Catherine Gill, 12a, Pavilion Buildings, Castle Square, Brighton, BN1 1EE or email it to [Catherine.gill@brightondome.org](mailto:Catherine.gill@brightondome.org)
- Request a copy of the application forms to be sent to you by post.
  - Please advise if you would like us to create a large-print copy of the form for you.
- Shortlisted candidates will be invited to an informal interview with the Volunteer Coordination Manager. Please advise us if you have any access requirements.
- The 'Interviewers' will be subject to interview and a CRB check
- Volunteers for this project must be over 18. but if you are under 18 and interested in volunteering, please do get in touch as we hope to develop under 18's volunteering soon!
- Deadline for applications is 9am Monday 6<sup>h</sup> April 2021