



in it together: important information for volunteer advisors

a volunteer-driven programme designed to support the industry through 1-2-1 support

process

1. Venues will submit a request to house.
2. house will review the request and send an invitation to the most appropriate advisor.
3. If possible, **please reply to the request within 3 working days to accept or decline the invitation.** If you don't reply during this time, we might pass the request onto someone else.
4. If accepted, you will be connected via email with the venue seeking support. Please reply as soon as possible (ideally within 3 working days).
5. You can set up a phone call, video call or email exchange (e.g. if someone wants a funding application reviewed), whichever is best. Duration of support will vary and it is your responsibility to manage your own time.
6. After support is given, please send us (house) a very brief outline of what was discussed.

guide for discussions

- Make it clear that this is not formal advice or consultancy. Any advice given is an opinion based on experience.
- Be transparent with your experience and expertise.
- If they are unsure what house is, please give a short summary:

house is a venue network and touring initiative delivered by Farnham Maltings and funded by Arts Council to support venues to grow the quality, scale and audience for contemporary theatre presented across the region.

- If needed, recommend further reading, professional advice or additional resources.
- Ask them to complete the short evaluation that house will send after the meeting.

important information

- house and/or the volunteer advisor are not responsible for the actions of the venue before or after support is given.
- the volunteer advisor is responsible for being transparent and truthful about their expertise and experience at the point of guidance.
- house is not responsible for the advice given by the volunteer advisor.
- the venue requesting support is responsible for seeking multiple sources of advice and support including professional expert advice where needed.
- Please be aware that this programme is for advice and support only – it is not for volunteer advisors to take on the role of a member of staff or undertake duties. If you would like to offer your time and skills further, this is your choice and should be discussed with the venue separately.

If you have any questions about 'in it together', please get in touch with Steph Richardson, house General Manager at steph@housetheatre.org.uk.