

Peacock Visual Arts: Volunteer Policy

Peacock Visual Arts (PVA) is the leading contemporary art organisation in Aberdeen and the North East of Scotland. Funded by Creative Scotland and Aberdeen City Council it provides facilities for printmaking, photography, video, digital design and fabrication and presents an international programme of exhibitions, installations, performances, talks, screenings and gigs.

Set up forty years ago as a fine art printmaking workshop it works with major artists from around the world on ambitious and highly acclaimed print publishing, editing and exhibition projects.

Why Does Peacock Visual Arts Involve Volunteers?

- Volunteers provide additional resources allowing us to increase our capacity to deal with various projects and events.
- They increase our contact with the local community we serve.
- Volunteers bring a diversity of knowledge and experience, providing new skills and perspectives.
- By allowing volunteers to gain experience of work in a gallery setting we can help provide a route to further training, study or employment.

What kind of volunteering opportunities do we offer?

- Preparing the gallery for exhibitions (painting or joinery)
- Assisting with exhibition installations
- De-installing and packing previous exhibitions
- Serving drinks and welcoming guests at exhibition openings and other events
- Helping with mail-outs
- Distributing posters and flyers
- Occasional help is also required from volunteers working as, or training to be, an artist to assist with printmaking workshops or giving demonstrations at certain events.

Principles

Peacock Visual Arts:

- Recognises that voluntary work brings benefits to volunteers themselves, to service users and to paid staff.
- Will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the organisation's work.
- Will not introduce volunteers to replace paid staff.
- Expects that all staff will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- Recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.
- Will endeavour to identify and cover the costs of involving volunteers.
- Recognises that the management of volunteers requires designated responsibilities within specific posts.

Who can volunteer at PVA?

We welcome applications from anyone over the age of 18, however most of our volunteers fall into one of these categories:

- College/university students and leavers interested in working in an art gallery or printmaking workshop.
- Retired and unemployed people interested in using their existing skills or acquiring new ones.
- Those recruited for specific, short-term projects.

We only take on volunteers under the age of 18 through specific school placement programmes.

Recruitment and Selection

Peacock Visual Arts operates a fair and equal recruitment process open to everyone from all backgrounds and areas of the community.

When applying to volunteer with us you will be asked to fill in a simple application detailing availability and the type of tasks you would like to assist with.

The staff member responsible for supervising volunteers will be asked to conduct an informal interview to assess prospective volunteer skills, knowledge and capabilities and to see if they are suited for the roles that are available.

We will ask all volunteers to provide references and these must be obtained before a volunteer can commence work.

We will contact volunteers based on the requirements of the service at the time. If we do not have any opportunities that meet their skill-set we will let them know and offer to keep the potential volunteer's details on file should new opportunities arise in the future.

Equal Opportunities

Peacock Visual Arts operates an equal opportunities policy in respect of both paid staff and volunteers, a copy of which can be found in the Volunteer Handbook. Volunteers will be expected to have an understanding of, and commitment to, our equal opportunities policy.

Induction

At the start of the placement volunteers will be given an induction. This will include information on the venue, health and safety protocol, practical arrangements and introduction to other members of the team.

At the induction volunteers will be assessed to determine any training needs to help in their voluntary role. If training needs are identified PVA will make suitable arrangements for these to be addressed.

At the end of the induction volunteers will be required to sign a Volunteer Agreement form. This sets out in writing what was covered in the induction as well as rights and responsibilities.

Support and Supervision

A suitable supervisor will be volunteers' main point of contact anytime they are helping at the venue. Supervisors will provide instructions on tasks, carry out inductions and assess training needs.

Volunteers will regularly work with several members of the PVA staff, and sometimes exhibiting artists, who will be all happy to support and assist as necessary.

Health and Safety

Volunteers have the same rights and responsibilities as paid members of staff with regards to Health and Safety. A copy of our health and safety policy can be found in the Volunteer Handbook.

Volunteers will also be provided with necessary Health and Safety information at their induction. This will include information on:

- Avoiding slips, trips and falls
- Safe manual handling
- Fire safety and evacuation
- If necessary, we will provide safety equipment such as protective eye-wear, high visibility clothing, gloves etc.

Security

If volunteers require access to a locked room or cupboard they will need to ask a member of staff to unlock it for them. On occasion volunteers may be entrusted with the keys to premises, cupboards etc. They must never abuse this trust by leaving keys around or otherwise being careless with them. Volunteers must never take or allow copies of keys to be made, unless at the express instruction of their supervisor. Keys should never be allowed into anyone else's possession unless specifically authorised by their supervisor.

Insurance

All volunteers are covered by Peacock Visual Arts' Public and Employees' Liability Insurance policy whilst they are on the premises, or engaged in any work on PVA's behalf. A copy is displayed in our office.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff. A copy of the confidentiality policy can be found in the Volunteer Handbook. Volunteers' personal details will be stored in accordance with current Data Protection laws.

Expenses

We will not normally pay volunteers' expenses for travelling to and from our venue, or any meals taken while they are assisting us. However if

volunteers are helping with an out of hours event we can cover the cost of their return transport. Volunteer expense claims forms are available, and volunteers are welcome to discuss reimbursement for expenses with their supervisor. Full details of our expenses policy can be found in the Volunteer Handbook.

Grievance Procedure

If volunteers have a grievance with a member of staff their first point of contact will be their supervisor. If the grievance is with their supervisor volunteers' first point of contact should be their supervisor's line manager. Where possible we aim to resolve differences through informal discussions. Where this is not possible Peacock Visual Arts' Managing Grievance Policy and Procedure will apply. This can be found in the Volunteer Handbook.

Endings

Volunteers will be able to end the agreement to volunteer at any time with a suitable period of notice if able to do so. On the basis of their voluntary work, volunteers will have the right to request a reference if they have completed 3 months volunteering.

We may ask volunteers to leave under the following circumstances:

- If the project they are working on has come to an end and there is no other suitable work available.
- If resources within our service are reduced meaning that we cannot support as many volunteers.
- If there is a breakdown of trust, or the volunteer is deemed to have broken the conditions of the Volunteer Agreement.