

# EDINBURGH ART FESTIVAL

## Volunteer Policy

### Introduction

Edinburgh Art Festival, is the platform for the visual arts at the heart of Edinburgh's August festivals, bringing together the capital's leading galleries, museums and artist-run spaces in a city-wide celebration of the very best in visual art.

Each year, the Festival features leading international and UK artists alongside the best emerging talent, major survey exhibitions of historic figures, and a special programme of newly commissioned artworks that respond to public and historic sites in the city. The 2017 Festival attracted over 315,000 visits.

This volunteer policy sets out the principles and practice by which Edinburgh Art Festival involves volunteers, and is relevant to staff, volunteers and trustees within the organisation. It aims to create a common understanding and to clarify roles and responsibilities to ensure the highest standards are maintained in relation to the management and support of volunteers.

The volunteer handbook gives further details about the support and procedures in place for volunteers.

### Our commitments

Edinburgh Art Festival values the contribution of volunteers enormously, as well as the important opportunity for career development that such a scheme can provide to those with no prior experience of working in the arts. We recognise that volunteering roles should benefit the individual volunteer as well as the organisation.

We recognise our responsibility to organise volunteer time effectively and sensitively, so that the volunteer's time is best used to the mutual benefit and advantage of all concerned.

## **What is a volunteer?**

Edinburgh Art Festival defines a volunteer as someone who is offering to spend some of their time, unpaid, doing something to contribute to the activities of Edinburgh Art Festival.

Volunteers are not bound to any specific requirement of an amount of volunteering days per week, although these may be suggested if appropriate, and Edinburgh Art Festival acknowledges that their help will remain at all times fully optional and no contract exists between the individual and the organisation. A volunteer may withdraw their volunteering at any time by notifying the named contact member of staff at Edinburgh Art Festival, with no obligation, and likewise should Edinburgh Art Festival no longer wish to accept the offer of voluntary services they may end the relationship at any time.

Appropriate steps will be taken to ensure paid staff are clear about the role of volunteers and to foster good working relationships between paid staff and volunteers. Volunteers will not be used to replace paid staff.

Edinburgh Art Festival will provide all volunteers with a reference, if requested.

## **Recruitment and Selection**

Edinburgh Art Festival will advertise volunteering opportunities through the website and social media platforms, as well as through third party affiliates and partners such as Creative Scotland. Volunteers will be recruited on the basis that they have the relevant interests and skills for the opportunity. We welcome applicants from a diverse range of backgrounds and abilities and will ensure volunteering opportunities are accessible to all applicants. We work with Volunteer Edinburgh as well as colleges and universities across Scotland to ensure the opportunity is made available as widely as possible.

Edinburgh Art Festival will provide all volunteers with a volunteer role description and resource pack to ensure they are clear about their roles and responsibilities. This will include:

- Title of role
- Purpose of role
- Main activities/tasks
- Qualities/experience/skills sought (where relevant)
- Date(s) and time(s) volunteering support will be required (where finite)
- Location(s) of most of the activity
- Main point of contact

The organisation expects volunteers:

- To be reliable
- To contribute positively to the organisation
- To carry out tasks within the role guidelines
- To make the most of opportunities given, e.g. training
- To uphold the organisational values and comply with organisational policies

Volunteers can expect:

- To be clear about what is and what is not expected of them
- Receive appropriate support and training
- To be insured and to volunteer in a safe environment
- To be valued and treated with respect
- To receive out of pocket expenses up to the agreed level
- To be able to say no to anything they consider unrealistic and unreasonable
- To know what to do when something goes wrong

### **Health and Safety**

Volunteers will be covered by the organisation's Health and Safety policy, and will be provided with a copy of the policy at the beginning of their volunteering role.

### **Access**

We welcome applications for volunteering from individuals with additional access requirements. Some of our commissions are located in historic buildings or Edinburgh closes which may present challenges for access. Where an individual has specific access requirements, we will work with them to find a role that is suitable.

### **Communication and feedback**

We encourage feedback from volunteers at all stages in the process, and all volunteers will have the opportunity to fill out a survey about their experience following the conclusion of the Festival.

If volunteers encounter any issues throughout the process, they are encouraged to their primary contact within the Festival team. If the issue lies with their primary named contact, the volunteer should approach the Programme Manager.

Volunteers will not be subject to Edinburgh Art Festival disciplinary procedures or have access to grievance procedures, but will be entitled to make any complaints via their named contact and have them investigated thoroughly.

We will aim to solve any problems promptly.

### **Induction and training**

Edinburgh Art Festival will provide volunteers with appropriate training, supervision, and insurance for the duties volunteers are to undertake and will assist volunteers with any administration required and related to their role.

All volunteers will be provided with the level of training necessary to carry out the tasks they have agreed to do, and will be provided with a designated contact within the organisation. We want volunteering to be a valuable experience, and where possible we will work with the volunteer to tailor the experience to suit their individual areas of interest.

Any paid employee managing volunteers will be properly trained to provide the necessary support, and this element of their role will be reflected in their own job descriptions.

### **Expenses**

Edinburgh Art Festival will reimburse travel expenses incurred in getting to and from volunteering locations and, if an individual is volunteering six hours or more per day, any expenses incurred for the provision of lunch and refreshments, up to an agreed limit, and on provision of satisfactory evidence of said expenses in the form of receipts.

### **Environmental Policy**

Edinburgh Art Festival is part of the Green Initiatives Scheme, and will encourage all volunteers to adhere to the Edinburgh Art Festival Environmental policy where possible. A full copy of the Environmental policy can be found in the volunteer handbook.

### **Equal Opportunities**

Edinburgh Art Festival is an equal opportunities organisation in respect to both paid staff and volunteers. A copy of the Equal Opportunities policy is in the Volunteer handbook, volunteers will be expected to have understanding of and commitment to our Equal Opportunities policy.

### **Confidentiality**

Volunteers will be bound by the same requirements of confidentiality that apply to paid staff.