



# Hastings City Art Gallery Volunteer Agreement



## 1. Introduction

Volunteers are members of the community who donate their time to contribute to the work of Hastings City Art Gallery. They are selected on the basis of work availability and need, skills offered and HCAG resources available to adequately train and manage volunteers.

The Gallery is able to provide a range of opportunities for volunteers including:

- Performing a service for the wider community.
- Experience working in the Gallery environment.
- Work experience within the industry.

Volunteers may fall into one of the following categories:

- Members of the community who are able to give their time and experience to support the Gallery and its core values by supplementing the work done by staff.
- Museum and Gallery sector students seeking job experience.
- Members of local community groups with special skills relevant to the industry eg. Previous gallery/museum experience.

## 2. Volunteer work programme

Volunteers may be asked to undertake a range of duties including (but not limited to):

- Gallery tours and Visitor Hosting. (Welcoming and touring visitors)
- Opportunities to work with all staff onsite, including:  
*The onsite Technician with exhibition install and de-installs.*  
*The Public programme co-ordinator with public programmes, hosting events, workshops and floor talks.*  
*The Arts Liaison Officer, Exhibition Co-ordinator and Director to assist in the organisation of, and procedures required, that contribute to a successful exhibition.*
- Other tasks relevant to the Gallery's operation.

Volunteers do not generally undertake duties for which the Gallery employs staff.

## 3. Selecting Volunteer staff

- Volunteers capable of doing the task required may be selected for a trial period.
- Volunteer work confers no special advantage in the recruitment of paid staff.

### 3.1. Recruitment process

1. The application form is completed.
2. An interview to assess skill and suitability and to assess ongoing supervision needs is conducted by the Gallery.
3. Reference checks and in some cases, police checks, may be undertaken.
4. An assessment is carried out of the Gallery's need for the skills the volunteer can offer.

After successful selection, the volunteer is advised of a training schedule and initial work possibilities.

An induction process is conducted including:

- Discussion of Volunteer Policy.
- Emergency evacuation procedures.

- Basic Health and Safety.
- Meeting the Gallery Staff, and other volunteers when appropriate.
- Task training (although this may be "as required").

**3.2. Workplace expectations**

At all times volunteers are expected to:

- Demonstrate an awareness of customer service standards.
- Maintain professional working relationships with staff and other volunteers.
- Respect confidentiality and privacy of all Gallery and HDC matters.
- Maintain a reasonable standard of dress and behaviour.
- Communicate with the Gallery about absences and work-related issues and expect to be kept informed about the same in return.
- Commit to the same high standard of work and conduct expected of all staff.

**3.3. Training and ongoing management**

- A staff member is assigned per task, by the Gallery, to ensure that the volunteer is trained and works safely.
- Volunteers are subject to the same health and safety requirements, including emergency procedures, as other staff.
- Volunteers are not covered by Hastings District Council's ACC obligations.

**4. Recognition of Volunteers**

After the trial period, Gallery volunteers will be eligible for the following:

- Free admission (one) to any paying events held at the gallery (excluding workshops and public programmes).
- Invitations to all openings and events held at the Gallery.
- The Volunteer may receive one free copy of any catalogue produced by HCAG if requested.
- Opportunity to meet visiting artists.
- Opportunity to be included in staff training programmes where appropriate.
- One annual function to acknowledge volunteer staff contributions.

**5. Ending the Volunteer Relationship**

A Volunteer may end their service at any time.

The Gallery may end the volunteer relationship for (but not limited to) any of the following reasons:

- The project/work is completed.
- The Gallery no longer require the task/s to be performed.
- The required standard is not being reached after training and performance issues have been addressed.
- The volunteer is not considered to be suitable for the role.

Signed:..... Signed (HCAG).....

Name:..... Name:.....

Title..... Position:.....

Date:..... Date: .....