

Peacock & the worm: Volunteer & Internship Policy

Peacock & the worm is a leading contemporary art organisation based in Aberdeen. Set up almost fifty years ago as a public access printmaking workshop, Peacock provides facilities for printmaking, photography, digital design and fabrication and presents an international programme of exhibitions, performances, talks and events, supported by Creative Scotland and Aberdeen City Council. Peacock works with artists from around the world on ambitious print publishing, editioning and exhibition projects. As part of its Education and Communities offer, Peacock & the worm engages with vulnerable children and young adults through sustained, long-term creative projects.

Why does Peacock & the worm involve volunteers?

- Volunteers are a valuable resource that allows us to increase our capacity to effectively deliver various projects and events;
- They increase our engagement with the local community we serve;
- They bring a diversity of knowledge and experience, providing new skills and perspectives.

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, artists to assist with printmaking workshops or giving demonstrations at certain events.
- As well as the above, we are happy to tailor volunteering opportunities to match volunteers' areas of interest and expertise.

Principles

Peacock & the worm:

- 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.

Why does Peacock & the worm run an internship scheme?

Peacock Internships are designed to be of benefit to both intern and host organization. Interns can expect to:

- Gain valuable skills and experience in a contemporary arts workplace;
- Work towards a chosen career path in the arts & culture sector;
- Develop and refine skills not covered at university/college;
- Benefit from practical experience that can enhance a CV or job applications;
- Have opportunities to network with professionals in the industry.

Who can volunteer or take on an internship at Peacock & the worm?

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

- College/university students and leavers interested in working in an arts organisation 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 & the worm 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 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 & the worm 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 an

introduction to other members of the team. The induction will be an occasion to determine any training needs to help them in their voluntary role. If training needs are identified, Peacock & the worm will make suitable arrangements to address them.

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 staff, and sometimes exhibiting artists, who will be all happy to support and assist them 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, Peacock & the worm 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 Peacock Visual Arts' 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 pay volunteers' expenses for travelling to and from our venue, or any meals taken while they are assisting us. This can be arranged by filling in volunteer expense form claims; 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, the 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 of 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.

As a charity, we appreciate the invaluable contribution of interns and volunteers to help us deliver our varied programme to the community and continue support the city through creative engagement and printmaking.