

# COLLECTIVE

22-28 Cockburn Street  
Edinburgh  
EH1 1NY

February 2010

Dear Applicant

## VOLUNTARY PROJECTS ASSISTANT

Please find enclosed your information to enable you to apply for the above post. In order to this you will need:

- **Task Description**
- **Person Specification**
- **Volunteer Policy**
- **Application Form**
- **Equal Opportunities Form**

The Application Form along with the Equal Opportunities Form should be returned to the Collective Gallery by **5pm Friday 5 March 2010**. The date for interviews is **Tuesday 16 March** and our preferred start date is **Tuesday 30 March**.

Best wishes

Kate Smith  
General Manager

# COLLECTIVE

## **TASK DESCRIPTION**

### **VOLUNTARY PROJECTS ASSISTANT**

(6 Months Training Placement – Voluntary)

The **Voluntary Projects Assistant** posts have been developed as a training package providing an introduction in basic administrative, exhibition and project management skills for those interested in pursuing a career in the contemporary visual arts.

#### **New Deal**

If you have been unemployed for more than six months you may be eligible for the Government's New Deal Initiative. This means that your progress would be monitored by your employment services New Deal Officer. You may also be entitled to travel expenses.

#### **The Post**

This position would suit someone looking to begin a career in arts administration. However it also provides the opportunity for individuals to explore decisions about their future, for example in deciding to pursue their own practice. We promise you lots of support and opportunities to develop your skills and confidence - a rewarding and enjoyable experience as you work as part of a knowledgeable and dynamic team!

#### **Structure**

The post is structured to provide maximum support and optimise training for individuals. Volunteers will be given regular support meetings. At three months there will be an evaluation and review. Individual progress will be discussed in detail and we will seek to provide more tailored training and the opportunity to be involved in activities, events or projects that are of special interest to the volunteer. Volunteers are included as a core part of the staff team and their input is encouraged. At the end of the placement support will be given in moving on. That could include job search or advice on professional practice.

#### **Hours**

3 – 5 days a week, one of which will either be Saturday or Sunday.

If you are eligible for New Deal this will increase to around 30 hours per week.

#### **To Apply**

**Closing Date:** Friday 5 March 2010, 5pm  
**Interviews:** 16 March 2010  
**Start Date:** (Preferred) Tuesday 30 March 2010

Applications to be posted to: Kate Smith, General Manager,  
Collective Gallery, 22- 28 Cockburn Street, Edinburgh EH1 1NY

**COLLECTIVE**

## **TASK DESCRIPTION**

**VOLUNTARY PROJECTS ASSISTANT**  
(6 Months Training Placement – Voluntary)

**Main Objective: VOLUNTARY PROJECTS ASSISTANT**

To assist in the general administration and organisation of all aspects relating to the work of the gallery. The main purpose of this role is to provide opportunities for personal and career development through general support of the Collective Gallery's operations in the areas of projects, administration and exhibition organisation.

**Specific Responsibilities: VOLUNTARY PROJECTS ASSISTANT**

**• General Administrative Support**

Answering enquiries about the gallery or specific projects.  
General word processing.  
Database management – data inputting and updating of databases.

**• Front of House**

Greeting the public, counting attendance, answering telephone and taking messages.  
Invigilating in the gallery and monitoring security of artworks.  
Maintaining the cleanliness of public spaces; galleries and reception.  
Customer care.

**• Exhibition/ Project Support**

Assisting with installation of exhibitions.  
Assisting with general support of projects outwith the exhibition programme.  
Assisting with mass mailings.

**• Artists Support**

Researching suppliers and meeting artists needs.  
Organising artists travel and accommodation.  
To act as an artist's assistant during installation.

**• Events Co-ordination**

Support and development of events to coincide with the Collective's exhibition programme.

**• Archives**

Compile and catalogue all material relating to the exhibition and events programme.  
Work methodically to maintain the gallery's archive.

**• Marketing**

General support for marketing initiatives.  
Distribution of marketing material.

• **Online Listings**

Compilation and issuing of online listings as appropriate each month.  
 Updating online listings monthly.  
 Updating our social networking sites; My Space and Facebook.

• **Common Activities**

Attendance at openings and other occasional evening work as required.  
 Other duties as reasonably required by the Director or supervisor.

**Person Specification: VOLUNTARY PROJECTS ASSISTANT**

	Essential	Desirable
Interest in the contemporary visual arts	X	
An understanding of the gallery's aims and objectives	X	
Basic numeracy	X	
Good communication skills	X	
Outgoing and flexible	X	
Ability to work under own initiative and also within a small team	X	
Some IT skills	X	
Experience of working with artists		X
Some basic technical/ installation skills		X
Knowledge of social networking sites would be an advantage but training is available		X

# COLLECTIVE

## The Artists Collective Gallery Ltd Volunteering Policy

### 1. Introduction

#### Our Mission

To create and sustain an international agenda-setting organization for the support, production, research, presentation and distribution of contemporary art and culture: with a specific focus on emergent visual art and practices.

#### Our Aims

- Innovation - to nurture, challenge and promote emergent artists and practices.
- Accessibility – To facilitate critical dialogue and learning, to promote collaboration and interaction between artists and audiences.
- Excellence – To foster networks, to provide space for research and development and to produce work of international significance.

Collective Gallery is committed to involving volunteers directly within the organisation to:

- Contribute to the delivery of our services.
- Inform decision-making processes within the organisation.
- Make sure we are responsive to the needs of our users.
- Provide different skills and perspectives.
- Offer opportunities for people who are seeking to pursue a career in the visual art field, in its broadest sense.

This volunteer policy sets out the principles and practice by which we involve volunteers in the Collective.

### 2. Principles

#### Collective Gallery

- 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 Collective Gallery's work.
- Will not introduce volunteers to replace paid staff.

- Expects that staff at all levels 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.
- Will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible.

### 3. Recruitment

Recruitment of volunteers will be in line with the Collective Gallery's Equal Opportunities Policy. Positive action in involving volunteers may be used where appropriate.

People interested in becoming volunteers with the Collective will in the first instance be given information about what volunteer roles are available. They will then be given an information pack including general information about the Collective Gallery and specific information on the volunteer role in which they are interested.

All volunteers will be asked to complete a simple registration/application form appropriate to the role that they are applying for and to supply two references. Where applicants are not placed in the role applied for, they will be provided with feedback.

Where a position requires a disclosure we will make this clear on the application form, job advert and any other information provided about the post. Occasionally volunteer roles will involve direct contact with young people or adults at risk, volunteers will be required to have a full CRBS disclosure check which will be arranged by the Collective Gallery. Please see our Policy and Procedure on the Recruitment of Ex-offenders. Every volunteer role will undergo a risk assessment by the General Manager or for specific events the Programme staff responsible. A copy of the risk assessment will be given to volunteers.

This information will be dealt with in the strictest confidence and will not necessarily prejudice the person being accepted for volunteering.

### 4. Volunteer Agreement and Volunteer Role Description

Volunteers will receive a role description and volunteer agreement containing full information about their chosen area of work and a clear idea of their responsibilities and the volunteer's responsibilities to them.

### 5. Induction and Training

Volunteers will be given induction and training appropriate to the specific tasks to be undertaken.

## 6. Support

Volunteers will be assigned a named contact person who will provide regular support. Support sessions will provide the opportunity for ongoing dialogue about the development of the volunteering role and any advice and guidance as needed.

## 7. The Volunteer's Voice

Volunteers will be consulted in decisions which affect them. Volunteers are asked to participate in weekly staff meetings and are invited to openly contribute to discussions. Decisions regarding volunteers will be raised at that point. More sensitive matters will be discussed on an individual basis.

Policy updated (05 February 2010 )

To be reviewed (March 2011)