



ALCHEMY
FILM & ARTS

VOLUNTEER POLICY 2019

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This policy applies to all activities undertaken by Alchemy Film & Arts and impacts upon staff, key participants, volunteers, freelance contractors, partner venues, filmmakers and our audiences. Alchemy Film & Arts will monitor the implementation and application of this Volunteer Policy and ensure that it reflects and meets the needs of the diverse community we serve.

About us

Alchemy Film & Arts is a Scottish arts charity based in Hawick, in the Scottish Borders. The organisation's vision is to champion the development of the arts through film and moving image, our work has an ambitious national and international reach. Our main aim is to engage the people of Scotland, and the Scottish Borders in particular, its creative residents, young people, and visitors to the region in high quality film and arts experiences. This generates creative, cultural and economic benefit on both regional and national level.

Purpose of our volunteer policy

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at Alchemy Film & Arts. It also outlines that all volunteers will be treated in a fair and consistent way. It should help our volunteers understand what support is available to them and what they can expect from us.

Our vision and mission for volunteering

Volunteering is a great way to share your enthusiasm, skills and ideas while having fun and meeting like-minded people. By volunteering for Alchemy Film & Arts you will be making a positive contribution to community development in our area. Volunteers are vital to our work.

Volunteers are at the heart of our organisation and we simply could not deliver Alchemy Film and Moving Image Festival every year without this vital assistance. This means that whatever your skills, they will be valued. Whatever your background, you will be welcomed. If you have specific experience that you would like to put into action, please do let us know. Likewise, if you have particular learning goals you would like to achieve while volunteering, please be sure to share those with us so we can facilitate the best possible volunteer experience. The key volunteer roles include:

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| <p>Hospitality/Guest Driver These roles are all about giving our filmmakers and guests the warmest of welcomes to the festival. You could be picking up filmmakers from the airport/train station who've travelled from all over the world to come to Hawick, or guiding them to their accommodation in town.</p> | <p>Friendly and responsible</p> |
| <p>Exhibition Assistant / Installation Invigilation Be the first point of contact for visitors to our installations, providing a warm welcome and information about the work in the programme.</p> | <p>Welcoming and knowledgeable, interested in film</p> |
| <p>Welcome Desk The main source of information for visitors when they arrive in Hawick, staffing the Welcome Desk is all about giving the best possible welcome to everyone who walks through the doors at Heart of Hawick. From here we give information about what's on during the festival, directions to accommodation, hand out passes, sell merchandise and much more.</p> | <p>Organised and approachable</p> |
| <p>Event Usher This could be helping to usher at events such as the opening tour of artist installations and the closing film walk, guiding people into venues, or facilitating the audience to have the best possible experience of our screenings and events.</p> | <p>Flexible team player</p> |
| <p>Floating Volunteer A vital role in the festival - having someone 'on standby' who can float between venues and help with urgent ad hoc tasks.</p> | <p>Flexible and reliable</p> |
| <p>Set up & Signage Be part of the team that lets everyone know the festival is here - this could be placing directional signage, posters, exhibition interpretation, banners and much more.</p> | <p>Strategic and logical</p> |
| <p>Venue Preparation / DIY Aficionado We will host 10 moving image installations in 5 venues around Hawick. Some venues are ex-shops, and they all need support to install artist's work. You'll be working alongside an international selection of artists to install work of the highest quality. Jobs like painting, cleaning, building, venue dressing and other essential tasks</p> | <p>Energetic problem solver</p> |
| <p>AV Technician for Events & Installations If you have training and/or experience of AV tech, you could help us with the installation of artists moving image or the production of expanded cinema events</p> | <p>Skilled and good communicator</p> |

There are also other more general volunteering opportunities that arise throughout the year, such as helping distribute marketing materials and literature relating to our ongoing Alchemy Community engagement (ACE) project. This includes introductory filmmaking workshops, free/affordable film screenings and volunteer appreciation events.

If you would like to find out more, please contact the
Volunteer Coordinator at volunteer@alchemyfilmfestival.org.uk

Induction and training

It does not matter how much you already know as there will be opportunities to learn and we have roles to suit every level of expertise.

There will be an induction prepared and delivered by one of our staff.

This will include:

- Some information about Alchemy Film & Arts, our vision, mission and our future plans;
- The role of the volunteer
- Introduction to some volunteers
- Tour around our facilities and see some of our initiatives
- Links to relevant policies including this Volunteer Policy and Equalities, Diversity and Inclusion Plan
- Information about training and ongoing learning opportunities

Support

Our Volunteer Coordinator will offer support to you. They will remain your key contact throughout your volunteering with us. This will include meetings with you to discuss how you are getting on, any training needs and/or desired developmental opportunities and deal with issues arising. This will also ensure that Alchemy Film & Arts are doing all we can to make your volunteering experience an enjoyable and meaningful one.

Recognition and reward

We could not do the work we do without our volunteers. To express our gratitude for our volunteers hard work and absolute dedication we offer:

- The opportunity to contribute to Hawick's cultural community, meet new people and have fun
- Access to screenings and events at the 2019 Alchemy Film and Moving Image Festival (2-6 May 2019)
- One ticket per shift to a screening of your choice, subject to availability
- Free entry to any screening that still has empty seats five minutes before
- One free Alchemy Film and Moving Image Festival t-shirt, please wear this while you are volunteering!
- Discount (cost price) on Alchemy t-shirts and merchandise
- Including your time with Alchemy on your CV
- Tailored learning opportunities, wherever possible
- One-to-one career advice
- A special volunteer appreciation event

Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All reasonable out of pocket expenses, if required, will be reimbursed including expenses for travel. Volunteer Drivers during the festival will receive a mileage expenses rate of 25p per mile. In order to claim expenses, an Expenses Form must be completed, a valid receipt provided and this should be handed in to the Alchemy Film & Arts office or emailed to the Programme Manager, Rachael Disbury: rachael@alchemyfilmfestival.org.uk

Insurance, health and safety, accidents and risk assessment

Alchemy Film & Arts has a valid insurance policy so that volunteers are covered by public liability insurance, which you are advised to read. It covers the volunteering activities you will be doing. We have clear procedures for accidents and emergencies and will always have a first aider on field sites.

Resolving problems

We hope that you will have a very enjoyable experience volunteering with us. However if your role as a volunteer does not meet with your expectations or with the commitments we have made to you, we want you to feel comfortable about letting us know. First of all, talk to the person who leads the team where you volunteer and he or she should be able to sort it out with you before it becomes a problem. If you do not feel this will resolve things you can speak to the Rachael Disbury, Programme Manager of Alchemy Film & Arts.

For non-volunteering related issues that come to our attention we may encourage you to seek advice and help from organisations that have a more relevant understanding and expertise in these fields, such as Police Scotland or Social Work Scotland.

Confidentiality

We expect all volunteers not to use, or disclose any unauthorised person, any confidential information relating to or received from Alchemy Film & Arts for any reason unless expressly authorised by Alchemy, or required by law. This includes, but is not limited to, use of social media and contact with any press.

Equality, Diversity and Inclusion

Alchemy Film & Arts is committed to embracing diversity and promoting equality and inclusion. When representing Alchemy Film & Arts as a volunteer we expect you to support our commitment to promoting equality.

Volunteering whilst on benefit

You can still volunteer with us if you are receiving benefits provided that we follow the legal guidelines. We have information from the Jobs and Benefits Department which we can talk through with you regarding the hours you can do and what you can claim for expenses incurred through volunteering.