

VOLUNTEER POLICY

Auckland Festival aims to promote participation/career development in the arts through its volunteer programme.

Volunteers will be treated fairly and reasonably and will be given adequate support and supervision by staff. Written information and guidance will be given to volunteers where appropriate.

Volunteers shall have the right:

- to be given meaningful assignments
- to be treated as co-workers
- to effective supervision
- to full involvement and participation
- to recognition of work done.

The Festival will offer opportunities according to the needs of the organisation and the particular skills and interests of potential volunteers. Volunteering should be of mutual benefit to the organisation and the volunteer. Where possible the experience is intended to offer some form of development for volunteers that meets their interests and fulfils the needs of the organisation.

The Festival aims to recruit and select volunteers in accordance with its commitment to equal opportunity legislation and practice.

The Festival will ensure volunteers are given clear roles which complement the activities of paid staff but do not replace a paid role.

The Festival will give each volunteer a written agreement which will be signed by the volunteer, the supervisor and the Chief Executive. The agreement will set out:

- What is expected of the volunteer and what they can expect from the Festival
- The approximate number of hours they will work
- A job description
- How they will be supervised, who will do so and what they can do if there are any difficulties
- The obligations of the volunteer to abide by Auckland Festival policies as outlined in the Staff Policy Manual – this includes the Code of Conduct, Complimentary Tickets, Confidentiality, IT, Motor Vehicles, Phone, Workplace Harassment & Bullying policies
- The length and conditions of the volunteer's trial period
- Absenteeism & sick leave.

The Festival reserves the right to revoke a volunteer agreement at any time and for whatever reason without further recourse. The volunteer is entitled to relinquish their position at any time, for any reason without further recourse. Termination of the agreement must be formalised through a letter.

Volunteers must always seek prior approval from the supervisor where there is likely to be an impact on the organisation's budget or other resources in carrying out their role.

Any expenses must be approved in advance by the supervisor. Reasonable out of pocket expenses, travel and subsistence costs arising from work taking place away from the Festival office will be reimbursed. Receipts are to be submitted to the administration assistant for expenses claims. Travel between the volunteer's home and the festival office cannot be claimed.

Each volunteer will be offered an induction process with further training where applicable. This is to ensure an understanding of the work of the Festival and their role within the organisation. The issues covered will include:

- the work of the Festival and the wider context
- management, supervision, monitoring and evaluation of volunteers
- health and safety
- their specific job description
- expenses
- confidentiality
- and other relevant information.

Training will be offered to volunteers to fulfil their role with the Festival, subject to available resources.

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