



Volunteers Role Description

Job Title: YSI Volunteer
Salary: Voluntary, basic travel costs paid
Reports to: Volunteer Coordinator, Yorkshire Sculpture International
Location: Leeds and Wakefield
Application deadline: Sunday 5 May 2019, noon
Terms: Opportunity between June – September 2019,
includes weekend, evenings and August bank holiday.

Informal Interview: Tuesday 14 May 10am – 2pm
Inductions: Takes place between 3 and 14 June in Leeds and Wakefield

Every volunteer will play a key role in supporting Yorkshire Sculpture International's public programme, including the launch weekend (21/22/23 June) and at other key dates throughout the duration of the festival. Over 50 volunteers will join the festival who will be based across the partner galleries: Henry Moore Institute, Leeds Art Gallery, The Hepworth Wakefield, Yorkshire Sculpture Park and in the public realm. Roles are being offered on a flexible basis with reimbursement of travel expenses to and from the partner sites and venues across Leeds and Wakefield.

Overview of role:

Volunteering with YSI offers you opportunities to develop your skills and widen your experiences in various creative contexts. You may find yourself assisting artists, learning about sculpture and finding inspiration from work by international artists on show across the institutions and in the public realm. You will act as an advocate for YSI at all times, working alongside YSI staff at local public facing events and offering your time to support our partner galleries to look after their exhibitions as part of YSI. By immersing yourself in the local community you will meet other like-minded individuals and become better connected to local networks. There will be the chance to present your experiences through programmed talks and events while also electing yourself to be part of volunteer led focus groups. You will be interacting directly with the general public, promoting YSI and building on the growing profile of Yorkshire as a cultural destination to local communities within the Leeds and Wakefield areas.

The opportunity will offer experience in the following areas:

Event Coordination

- Welcoming and registration
- Stewarding
- Signposting across venues
- Providing information to the general public
- Ensure health and safety guidelines and procedures are adhered to at all times

Promotional Activities

- Distribution of promotional materials
- Documentation of the festival through photographs and video for social media
- Sharing knowledge of YSI programme, local geography, accessibility, transport services, shops and other relevant public information

Monitoring & Evaluation

- Collection and sharing of quantitative and qualitative feedback through surveys and questionnaires
- Participation in focus groups

Gallery Assistance

- Supporting our partner sites with gallery installation
- General administration
- Correspondence and customer service
- Delivery of talks and tours

Workshop Assistance

- Supporting artists, art practitioners and YSI staff at local festivals

Other information

Interviews and Induction:

If successful in the application process, we will invite you to attend an informal group interview in May. There will be two Induction Days based in Leeds and Wakefield. It is mandatory that volunteers attend at least one induction. Those who have attended the Leeds Induction will then be based in Leeds and those who have attended the Wakefield Induction will be based in Wakefield. If individuals want to take part in the festival as a whole and be considered for every opportunity, then attendance at both inductions will be required.

Expenses:

Travel expenses can be claimed which have been incurred in connection with your volunteering with YSI, for a maximum of £10 per day. We will pay 45p per mile up to £10 if you are driving to us. If you are using public transport, we will

cover the costs of your tickets to the nearest train station or bus stop. We cannot cover the costs of any taxi journeys. A form will be provided to complete after each month you are volunteering with us, for you to claim back your expenses. This form is to be submitted on a monthly basis and the expenses will be paid into your UK bank account on evidence upon receipt.

Volunteer:

If you would like to volunteer for YSI 2019 you should:

- Enjoy working with people from a wide variety of backgrounds
- Enjoy working as part of a team
- Have an interest of and perhaps some experience working within the arts/heritage/visitor attraction/tourism/educational/learning sectors
- Enjoy engaging individuals with contemporary art and culture
- Have a positive and cheerful attitude
- Have lots of energy and motivation
- Be willing to display flexibility, adaptability and professionalism
- Be committed to the volunteering opportunities
- Aim to be punctual and reliable
- Have a UK bank account set up in your name
- Be able to provide YSI original documentation as proof of your identity

As a YSI volunteer you can expect:

- To be involved with organisations that are dedicated to promoting sculpture and promoting Yorkshire as a cultural destination
- An introduction to how YSI and its partner galleries work and your role within it
- A supportive and positive environment that aims to ensure that you enjoy your time with us and in which you are supported and trained appropriately for the tasks you are asked to undertake
- To gain valuable career development experience and enhancement of your CV
- To have recognition from the Volunteer Coordinator with opportunities to give and receive feedback
- To be treated with respect and courtesy
- To be treated fairly regardless of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins
- Recognition and thanks
- Payment of travel
- Adequate public liability insurance
- Free uniform

In return we ask from you:

- Support our aims and objectives
- Behave in a professional manner at all times
- Remember that you are a representative of YSI
- Reach a shared understanding with us summarising your role and commitment

- Are open and honest in your dealings with us
- Treat fellow volunteers and staff with courtesy and respect
- Work hard and diligently throughout the duration of your volunteering
- Complete the projects and assignments given in a timely and accurate manner
- Follow YSI and partner site policies and procedures as set out in the volunteer agreement
- Meet the time commitments and standards which have been mutually agreed and to give reasonable notice so that other arrangements can be made when this is not possible