



Art Outreach Volunteer Policy

INTRODUCTION

Art Outreach recognizes the invaluable contribution that volunteers make in furthering our mission and objectives:

- To promote access to, and appreciation of, art in schools, children from disadvantaged backgrounds and the wider community in Singapore with the aim of improving visual art literacy and critical thinking.
- To advocate the importance of art in society by fostering an appreciation of art practitioners and supporting the development of emerging visual arts talents in Singapore.

This policy outlines the guidelines and expectations for individuals who generously offer their time, skills, and expertise to support our programmes and events.

ROLES

Volunteers may serve in a variety of roles across Art Outreach's programmes, including but not limited to:

1. **ARTLink Community Programme Assistants**
 - ARTLink Community Programme Assistants play a crucial role in facilitating engaging and creative art workshops for participants aged 7 to 16 years old. Volunteers will collaborate with the workshop coordinator to set up materials, assist participants with their projects, and create a supportive and inclusive environment for creative expression.
2. **Gallery Hosts**
 - Gallery Hosts serve as friendly ambassadors of Art Outreach, and are responsible for enhancing the experience and learning of visitors to our exhibitions. Volunteers will greet and assist visitors, share and answer inquiries about exhibitions, and provide guidance for wayfinding around the exhibition. Additionally, they may assist in maintaining the cleanliness and orderliness of the gallery space.
3. **Miscellaneous Roles**
 - In addition to the standard roles outlined above, volunteers will also have the opportunity to contribute to our diverse exhibitions and programmes, aligning with their specific skill sets and interests. There may be volunteer openings encompassing a wide array of tasks, such as administration, writing, content production, and documentation. These roles play a pivotal role in nurturing the organization's expansion and guaranteeing the success of these new endeavors.

SCREENING

Art Outreach may conduct interviews or screenings to assess volunteer skills and compatibility, especially for positions involving direct interaction with beneficiaries.



CONDUCT

Volunteers are ambassadors of Art Outreach and in their roles, are expected to:

1. Comply with all organizational policies, procedures, and codes of conduct.
2. Treat all individuals with respect, dignity, and courtesy.
3. Maintain confidentiality of sensitive information.
4. Communicate promptly and effectively with staff and other volunteers.
5. Notify the designated contact person in case of inability to fulfill a volunteer commitment.

TRAINING & SUPPORT

Volunteers will receive appropriate training for their specific roles. This includes orientation sessions, specialized training sessions, and access to relevant resources. Art Outreach is committed to ensuring that volunteers are equipped with the necessary knowledge and skills to carry out their responsibilities effectively. Volunteers will also be supervised by and given direct access to an Art Outreach staff, who will provide guidance, support, and feedback as needed.

SAFETY & WELLBEING

Art Outreach is committed to providing a safe and healthy environment for all volunteers. Volunteers are encouraged to report any concerns or incidents related to safety or wellbeing to a designated contact person.

RECOGNITION & APPRECIATION

Art Outreach values the dedication and contributions of our volunteers. To express our gratitude, we have established a range of recognition measures. These include:

1. Access to Programmes: Where relevant, volunteers gain exclusive access to our programmes including invitations to selected talks, workshops, and opening receptions, allowing them to further enrich their knowledge and experience of the art ecosystem.
2. Endorsement Letters: Volunteers may request official endorsement letters from Art Outreach, which can be used for school, work, or other professional purposes, recognizing their valuable service to our organization.
3. Website Acknowledgement: Volunteers who contribute 100 or more hours of voluntary service will be listed by name on our website, providing special recognition for their substantial dedication and impact as a token of our appreciation.

CONCLUSION

By volunteering with Art Outreach, individuals agree to abide by the terms and conditions outlined in this policy. This policy may be subject to periodic review and updates as needed.

CONTACT INFORMATION

For questions or concerns regarding this policy, please contact:

Dina Nerina, Community Programmes Manager at dina@artoutreachsingapore.org

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