

# SCULPTURE BERMAGUI

## Volunteer HANDBOOK including 'Code of Conduct'

<u>Background</u>	<u>2</u>
<u>Volunteer Program Overview</u>	<u>2</u>
<u>Volunteer Benefits</u>	<u>3</u>
<u>What is the volunteer Code of Conduct ?</u>	<u>4</u>
<u>Volunteer Code of Conduct Principles</u>	<u>4</u>
<u>Generally</u>	<u>4</u>
<u>Volunteer Presentation</u>	<u>5</u>
<u>Volunteer rights</u>	<u>5</u>
<u>Volunteer Induction and Information</u>	<u>5</u>
<u>How many volunteer hours are required?</u>	<u>6</u>
<u>The Volunteer Activities and Shift/Job Details of the Event</u>	<u>6</u>
<u>1. Installation &amp; De-Installation</u>	<u>6</u>
<u>Volunteer Opening Event</u>	<u>6</u>
<u>2. General Exhibition - INDOOR &amp; OUTDOOR</u>	<u>7</u>
<u>Volunteer After Party</u>	<u>7</u>

**For further information please email the Volunteer Coordinator:  
[volunteer@sculpturebermagui.org.au](mailto:volunteer@sculpturebermagui.org.au)**

Last Updated: Wed 20 Sep 2023

## Background

A sculpture exhibition has been held in Bermagui since 2006, and it has always run on volunteer power.

Originally named Sculpture on the Edge, the exhibition was initiated by Jan Ireland and other locals, whose vision, passion and energy grew the event through 10 years from 2007. The first year, the exhibition was part of Bermagui's annual Seaside Fair, with small works in the Community Hall, large works on the headland and a symposium at the Murrah. Over the years, the volunteer committee developed relationships with artists, institutions and other similar sculpture shows to bring world-class works to Bermagui and foster networks that would benefit local artists into the future. There were many associated events to discuss and philosophise about the making of 3 dimensional art, and children's workshops have always been welcomed by local schools and preschools.

Bega Valley Shire Council sponsored an acquisitive prize in 2014. The piece, 'Southern Exuberance', by Alan Watt of Tanja, stood overlooking Horseshoe Bay until, badly affected by the salt spray, the work was taken down in 2021 as it was rusting dangerously.

The 10th annual exhibition was the last under the original name of Sculpture on the Edge. Jan Ireland had held the reins all that time with generous support from philanthropists, such as Philip Cox and Janet Hawley, Aboriginal and non-Aboriginal artists, businesses and a multitude of dedicated community volunteers.

After Jan retired in 2017, and with a name change to Sculpture Bermagui, the event continued to grow in popularity, everyone involved participate as volunteers

Over the years, there have been many splendid works on display, both large and small, and lots have found a permanent home in the region when purchased by locals to enhance their own environments, or by local businesses or Council.

Edgy Art Incorporated is the not for profit incorporated association responsible for running our exhibitions. The Executive of Edgy Art, all volunteers, are closely involved with the exhibitions and each take on a significant role to drive the exhibition.

## Volunteer Program Overview

Each exhibition is a year in the planning, with a volunteer committee fine-tuning the event, upgrading procedures and processes, and inviting sculptors to submit their entries from mid- November, for the following year's exhibition.

From early February, locals and others are recruited as exhibition volunteers. Some take on just one shift, others take on many. Everyone involved with Sculpture Bermagui is a volunteer—and all are much valued.

In the weeks before the ACT's Canberra Day and Victoria's Labor Day long weekend, the activity really ramps up. Sponsors are persuaded, rosters are filled, volunteers are trained, plinths are painted and everyone prepares for the arrival of sculptures from far and wide.

Large, robust sculptures are installed on Dickinson Point and the Horseshoe Bay foreshore. Smaller, more fragile, works are installed in Bermagui's well-located Surf Lifesaving Club.

Sculpture Bermagui opens with an evening in the Surf Lifesaving Club where sponsors, artists and long-time supporters gather to celebrate the beginning of the 9-day event and the announcement of most of the prizes. Some sculptures are sold on the night, but there is usually a flurry of sales the following morning when the exhibition is open to the public.

With several thousand visitors to Bermagui each March, up to 40% of sculptures are sold each year, contributing enormously to the well-being of the participating artists and to the buyers too, of course.

Sculpture Bermagui is very grateful to our dedicated team of volunteers that kindly donate their time, energy and enthusiasm, allowing our exhibition to continue to exist as a free to the public exhibition. The exhibition would not be possible without the help of all these wonderful people. In 2023, over 100 volunteers supported the exhibition and donated over 3,000 hours of their time. The volunteers assisting us completed over 350 shifts with at least 70% having previously volunteered with Sculpture Bermagui.

Sculpture Bermagui also proudly endorses the Statement of Principles for the Recognition of Volunteers that clearly articulates that volunteers are respected and their contributions valued:

- *This organisation demonstrates a commitment to best practice in volunteer management and all our people respect and support this commitment.*
- *Our volunteers are involved in the life of the organisation and are included in decisions that affect them.*
- *This organisation provides volunteers with clarity about their roles and is clear about expectations and policies that impact on their roles.*
- *Our volunteers respect the roles of everyone in the organisation.*
- *This organisation recognises and celebrates the contribution of volunteers.*
- *Our volunteers are provided with training and professional development for their roles.*
- *This organisation provides all our people with the opportunity to resolve disputes with respect and dignity.*

[\[https://www.volunteering.com.au/wp-content/uploads/2022/10/Statement-of-Principles-for-Recognition-of-Volunteers.pdf\]](https://www.volunteering.com.au/wp-content/uploads/2022/10/Statement-of-Principles-for-Recognition-of-Volunteers.pdf)

## **Volunteer Benefits**

Volunteers play an integral role during our exhibitions. Volunteers are the public face to our patrons and visitors. Volunteering with Sculpture Bermagui connects like-minded locals and other culture enthusiasts, they volunteer to:

- Enjoy participating in a lively community arts exhibition.
- Work side-by-side with arts professionals and artists
- Receive invitations to pre- and post- exhibition activities.
- Gain first-hand experience in the organisation of a successful community-led arts exhibition.

- Support a fabulous community event, connect to the local community and beyond.
- Receive a Sculpture Bermagui t-shirt
- Receive a “Certificate of Participation” in recognition and appreciation of the volunteering role played (great to add to your CV or as a general references)
- Meet and work with like-minded people and make new friends, whilst enjoying a great experience in an *amazing setting*.

## What is the volunteer Code of Conduct ?

- Every volunteer must abide by the Code of Conduct
- Edgy Art Inc expects volunteers, artists and any other contributors to observe this Code of Conduct. The Edgy Art Inc Committee, is responsible for ratifying the Code of Conduct and for reviewing it as necessary
- The Code of Conduct is available to all volunteers via this website.

## Volunteer Code of Conduct Principles

### Generally

- Display a respectful, friendly and approachable manner
- Display respect and acceptance to all, ensuring an enjoyable, fun, safe experience that embraces diversity regardless of race, age, religion, appearance, gender or sexuality
- Support a positive working environment free from intimidation, bullying, ridicule, harassment and abuse
- Promote a sense of community where the significance of each and every contribution is valued
- Use respectful communication when dealing with others
- Be open to feedback and respond appropriately
- Comply at all times with Sculpture Bermagui’s policies and procedures
- Comply with all relevant state and Commonwealth legislation, laws and regulations
- Not be under the effects of drugs or alcohol when undertaking volunteer duties
- Adhere to the principles of privacy and confidentiality and not disclose any information, contracts, documents, resources or personal details to any third party whilst associated with the exhibition or any time thereafter unless required to do so by law
- Respect all equipment and resources of the organisation and only use these in organisation related business
- Do not speak with the media about any aspect of the organisation, always refer media to the volunteer Media Manager

## **Volunteer Presentation**

- Wear your Sculpture Bermagui volunteer t-shirt or sash during all your shifts
- Wear appropriate footwear: comfortable enclosed shoes
- Be well groomed. Hair clean and neat, clean nails
- Dress suitable for all weather conditions
- Eat meals or snacks away from the information desk
- No smoking on-site

## **Volunteer rights**

- Work in a healthy and safe environment
- To be adequately covered by insurance
- To be given accurate and truthful information about the organisation
- To be provided with an orientation to the organisation
- A clearly written job description To be provided with sufficient training to do your job
- Be recognised for your contribution as a valuable member of the team
- Be supported and supervised in your role
- To say NO if you are not feeling secure
- To have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988

## **Volunteer Induction and Information**

- All Volunteers will be directed/guided & supported, via preceding email/text with a link, to download an Application onto your mobile called - "DEPUTY". Once logged in all rostered shifts/timetables, for the Event, will be clearly displayed together with an outline of your specific duties for that shift and you will be able to claim your choice of available shifts for the duration of the Exhibition process. The shifts will be made available, in earnest, from 1st week in February and, again, you will be notified via email and text when they have been opened. DEPUTY will also prompt you; when your chosen shift is starting, to clock onto your shift and, also, to clock you off your shift. It will also show you the fellow volunteers on your shift.
- In the two weeks prior to the exhibition, via email & text, you will be invited to face to face/or recorded training for your selected shift roles at a pre-organised venue in Bermagui.
- During the training of your role/job you will, also, be introduced to the Pink Folder for the Headland or the Surf Club sites. The Pink Folder will help you by containing important information about the organisation and the exhibition, including specific job descriptions & contact details for everyone you may need for instant extra support during the Event and your shift.
- On Friday evening before Event, Volunteers will be invited for a tour of the artworks, starting at top of Headland, by Sculpture Bermagui's curator ... then all join in the festivities with a drink at Surf Club together with the Sponsors, Artists & supporters, at Sculpture Bermagui's opening Event.

## How many volunteer hours are required?

- There is no set minimum hours of volunteer work, but most roles require some training, so it is preferred that volunteers work at least 2 shifts, but if circumstances do not allow 2 shifts, that doesn't prevent participation.

## The Volunteer Activities and Shift/Job Details of the Event

All Volunteers, by this stage, will have had an orientation/information and training session, over a couple of hours, 1-2 weeks prior to the Event.

### 1. Installation & De-Installation

(These shifts are conducted 2-3 days before & after the Event Dates)

NB All shifts/jobs will be displayed on DEPUTY app for individual volunteers to claim from 1st week in February

INSTALL Shifts/Jobs include a (4.5 hr duration, 1 morning and 1 afternoon);

Includes- Loading & Unloading of Exhibition Equipment from Storage facility such as props, Signage, marquees etc and their setup and installation and restoration (e.g plinth painting etc) under guidance of Event manager and Curating Team members also

To assist artists with their installation and de-installation.

The exhibition will have cranes, forklifts and trucks. Sculptures are usually installed during the Thursday and Friday morning prior to the opening day. Artists install their outdoor works under the guidance of the Event Manager, the outdoor curating team and supporting volunteers. The responsibility for installing and de-installing the sculpture is the artist's. Assistance will include: advising of the location for the work; discussing the means of installation and the best access to the site from the nearest drop off point.

Here Volunteers will assist installations where appropriate; make good around the base of the sculpture once installed with road gravel and mulch as necessary... again under guidance of the Events Manager and Curating Team.

The DE-INSTALL shifts/jobs are the reverse of above where supporting volunteers help with the take down of sculptures, marquees, props and help load back items into storage facilities... again with full guidance of Event Manager, Curating team members & Artists.

### Volunteer Opening Event

On Friday evening, prior to the Event, Volunteers are invited to a headland Tour of the Artist's Sculptures, conducted by our Curators, followed by a drink and joining in with Sculpture Bermagui's Opening Event with sponsors, artists and long-time supporters of Sculpture Bermagui.

## **2. General Exhibition - INDOOR & OUTDOOR**

(These shifts are conducted on the 9 days of the Event )

NB All shifts/jobs will be displayed on a DEPUTY app for individual volunteers to claim from 1st week in February.

Sales, Greeter & Artist Carer's; Shifts are conducted on these 9 days at 1 of 2 hubs

There are 2 adjoining Hubs;

1. Indoor Sculptures - In Horseshoe Bay Surf Club  
flowing out to
2. Outdoor Sculptures - starting just outside the Surf Club  
and continuing to wind all the way along Bermagui  
Headland to it's farthest point.

The 2 Hubs are the shift starting points for these Volunteers.

For the duration of the exhibition a Sculpture Bermagui marquee (2nd Hub) is installed, amongst the outdoor sculptures, at a strategic point on the headland, from where these volunteers provide information and make sculpture sales. This Hub is matched by an information and sales desk (1st Hub) in the Surf Club.

These 2 adjoining locations provide opportunities for visitors to orient themselves to the exhibition by being a primary source of information for people attending Sculpture Bermagui and are one of the key face-to-face contacts between the event and the attending public.

Both locations are staffed by volunteers in the Sales, Greeter and Artist Care roles who provide friendly and clear information about the exhibition, sell merchandise and invite donations. It is important for visitors to know about the extent of the exhibition; affiliated activities; the 'catalogue entry' signs located at each work; the online catalogues; as well as Sculpture Bermagui's reliance on sponsors and donations.

Volunteers also assist the public with enquiries on sculptures that have won awards, location of toilet facilities and other general information. In the unlikely event of an incident occurring these Hubs will also be a natural go-to place for members of the public seeking direction and information provided by these volunteers.

As a not for profit organisation, Sculpture Bermagui seeks financial support from sponsors. In the future we hope to successfully apply for grant funding from government and other bodies. Also conducted by volunteers is crowd counting and visitor surveys which are an important part of seeking financial support from sponsors and funding bodies.

### **Volunteer After Party**

At the end of the exhibition, all volunteers will be invited to attend an After Party to thank them for their time and energy. The "After" Party is traditionally held once all the sculptures have been collected by their makers or by their new owners. It is a chance to mingle with other volunteers and celebrate the end of another, hopefully successful, exhibition.