



## Volunteer Information and Agreement

“Studio Central” is a project of Artbeat Studio Inc. Programming at Studio Central aims to facilitate the production of art as a means of inspiring personal passion, connecting generations, bridging diverse groups, and serving as a catalyzing symbol of the people as a community.

- Participation in the volunteer program provides participants with a wide range of opportunities that are intended to contribute to their personal ‘career path’ strengths and interests.
- Participants are mentored, guided, and supported by community volunteers, peers as well as Studio Central staff.
- Volunteers are encouraged to become part of the community culture at S.C. by participating in events, workshops, sessions of interest, studio upkeep and ‘friend raising’ promotions.
- Volunteers implement programming initiated through Studio Central in a wide range of settings beyond Studio Central including; schools, other Manitoba Housing buildings, community centers, conferences, exhibits and other.
- Studio Central is a participant in the EIA “Rewarding Volunteer Benefit” program. Volunteers who do not qualify for support through this program may apply for equivalent support through S.C.

### All volunteers are expected to:

- Complete the Application
- Meet with staff to determine their suitability for specific roles
- Identify areas of concern regarding their ability to assume their volunteer role
- Complete volunteer duties according to the specific ‘volunteer role description’
- Accept periodic and constructive feedback on their performance as a volunteer
- Conduct themselves professionally according to the signed Agreement

### Volunteers Are Appreciated:

- Appreciation Events are held where the contributions of each volunteer are acknowledged and celebrated
- Volunteers receive a certificate indicating the volunteer’s role(s) and accumulated volunteer time. On request, volunteers receive a personal and performance-based ‘letter of reference’ from Studio Central.



## GENERAL VOLUNTEER INFORMATION:

### Studio Operations:

- Volunteer roles include: reception, hospitality, storage/inventory, studio optics, tour guide, art exhibition monitor
- Volunteers commit to 10 volunteer dates (20 hours) at the time the agreement is signed.
- At the end of a ten-session term, an evaluation/reflection occurs. The completed agreements provide a basis for 'Letters of Reference', 'resume updates' and other performance-based assessments if these are requested by the artist.
- Volunteers having completed their ten-session term are invited to consider a different Studio Operations role.
- Volunteers who have rotated through all Studio Operations roles are highly valued role at SC and are recognized for their ability to:
  - Orient and support other volunteers in their 'Studio Operations' role.
  - Substitute for volunteers unable to complete their shift.
  - Assist with the improvement of 'Volunteer Program Development' .

### Community Projects

- Engage in specific projects identified by S.C. that support and contribute to the mission, vision and values of Artbeat Studio and Studio Central.
- All projects have a unique time line, volunteers are enlisted based on their skills and interests for the duration of the project.

### Creative Technique

- Knowledgeable, skilled and experienced in the technique (tools, materials, applications) being presented
- Comfortable speaking to demonstrating the technique to a small group and facilitating their exploration of a specific medium.
- Emphasis of the instruction is on the process (technique) not the product.



**Performance:** Cafe Central performances occur 3:00 – 3:30PM, daily.

- Performing artists include poets and writers, musicians, singer song writers, story tellers, actors, and dancers. Exercise and stretching is a weekly part of "Cafe Central"
- Performances encourage dialogue among local artists, visitors, funders, local business/ organizations and other service providers.
- Performances engages the audience in their performances
- Cafe Central provides a safe and supportive rehearsal opportunity for the artist

### **Mentorship**

- Mentors are required in all program areas. A mentor facilitates personal and professional growth in an individual by sharing the knowledge and insights that have been learned through the years.
- A one-on-one relationship is assumed in a mentorship.



Name: _____ Signature: _____	Date:
Address:	Telephone: Email:
Emergency Contact: Emergency Contact Telephone:	Criminal Record Check: <input type="radio"/> Child Abuse Registry: <input type="radio"/> Personal References: <input type="radio"/>
<b>Volunteer Appreciation:</b> Please identify your reason for choosing Studio Central as a place you would like to Volunteer.	

## STUDIO CENTRAL VOLUNTEER APPLICATION

Upon the signing of this application the volunteer agrees to:

- ✓ Understand and agree to abide by general policy and principals at Studio Central.
- ✓ Commit to 10 sessions identified at the time of signing the Volunteer Agreement
- ✓ Work in a manner that is safe to self, others and facility
- ✓ Perform the volunteer role to the best of one's ability
- ✓ Accept guidance and direction from program coordinator(s).
- ✓ Work only when supervised and with others in the studio.
- ✓ Report any incidents resulting in concern, injury, property damage immediately
- ✓ Advise the program coordinator if unable to meet a time commitment.
- ✓ Respect and maintain confidentiality of information gained as a volunteer.
- ✓ Meet with Art Program Coordinator at the end of the term specified in the Agreement
- ✓ Provide **Child Abuse Registry/Criminal Record** documents should these be requested.