

# ELGIN MUSEUM – Volunteer Application Form

Title: ..... First Name: ..... Surname: .....

Address: .....

Home phone: ..... Mobile: .....

Email: ..... Proof of address: .....

## How would you like to be involved at Elgin Museum?:

Custodian/front of house:      Gallery Assistant:      IT/Clerical:      Research:      Collection Care:

Documentation:      Education:      Outreach:      Library:      Fundraising:

Other:.....

Please state any experience, qualifications and skills you have acquired:.....

.....

.....

.....

Emergency contact: ..... Phone Number: .....

Other comments/availability: .....

.....

Please turn over the page for conditions of the volunteer agreement and make certain that you agree with the conditions of the contract you are entering into with us. **I have read and understood the conditions of the volunteer agreement as specified overleaf and would like to volunteer with Elgin Museum.**

Signature of Volunteer: ..... Date: .....

If 18yrs or under, signature of parent or legal guardian: .....

Name of the member of the Museum Management Committee: .....

Signature of Museum Official: ..... Date: .....

For office use	
Date interviewed:	Interviewer:
First day of duty:	
Disclosure:	

# ELGIN MUSEUM – Volunteer Agreement

**THE MORAY SOCIETY/ELGIN MUSEUM** would like our volunteers to have an enjoyable and rewarding volunteering experience and believe that this is most likely to result when there is:

- ❖ A commitment from you, the volunteer, to help us provide the best possible service, and contribute to your heritage and a Commitment from The Moray Society/Elgin Museum to treat you, as our volunteer, with courtesy and respect.

## **What you can expect from THE MORAY SOCIETY/ELGIN MUSEUM:**

- ❖ Fair, considerate treatment, respect and recognition of your contribution as a volunteer.
- ❖ An introductory talk with the Volunteer Mentor (Jenny Cook) or nominated deputy, giving information about our organisation, the services we provide, your responsibilities as a volunteer, health and safety and any other matter affecting you as a volunteer.
- ❖ Appropriate training to enable you to carry out the required tasks.
- ❖ A clear indication of when you will be needed and the tasks you will be expected to undertake.
- ❖ If you are aged 12 to 25yrs old – the opportunity to gain a Saltire Award to recognise your commitment to volunteering at Elgin Museum.
- ❖ Ongoing assistance, guidance and support from a member of the Museum Management Committee (*see volunteer guide at front desk, for list of office holders*).
- ❖ Information on the organisation's policies and disciplinary and grievance procedures (*see volunteer guide at front desk*).
- ❖ Involvement in any decision making which will affect you as a volunteer, and notification of any changes or developments within our organisation which will affect you.
- ❖ Consideration for your health, safety and welfare, with appropriate insurance cover.
- ❖ Unfortunately, because Elgin Museum is Scotland's oldest continuously independent museum (which means we receive absolutely no financial assistance from the Moray Council) we rely entirely on voluntary donations, and therefore are unable to reimburse volunteers for expenses. In order to attend specific courses and meetings, external grants may be available.
- ❖ Annual 'thank you' lunch party for volunteers and a 'refresher'/training meeting in the spring.
- ❖ Your personal data is available to Heather Cruickshank (who manages the front of house volunteer rota) and to members of the Museum Management Committee (*see volunteer guide at front desk, for list of office holders*). Your email address will be held on the Museum computer for the purposes of contacting you in regard to your role as volunteer.
- ❖ The Moray Society/Elgin Museum reserves the right to refuse volunteer applications or to end the volunteering contract should it choose to do so.

## **What THE MORAY SOCIETY/ELGIN MUSEUM expects from you:**

- ❖ An understanding that as a volunteer, you are ambassadors for the Museum in all your contacts with the public, whose impression of the Museum, will begin with the welcome they receive, in person, on the telephone, or through the internet.
- ❖ Reliability and punctuality – including sufficient warning of your unavailability for tasks which you have agreed to.
- ❖ Appropriate dress and grooming (particularly in relation to front of house duties).
- ❖ A responsible attitude and common sense for your own health and safety, and that of others, and to the safety of the building and the collections.
- ❖ Your attendance at training sessions – including an annual fire drill.
- ❖ Teamwork and co-operation with other volunteers and staff, courtesy and consideration towards them, our organisation's clients and the community.
- ❖ Support for decisions made by the Museum Management Committee.
- ❖ An agreement to adhere to the policies, procedures and guidelines of the Moray Society and support for the aims of the Moray Society and Elgin Museum. (*It is not a requirement for volunteers to be members of The Moray Society, although it is hoped that you will choose to join us – membership is a means to keep the museum open and thriving*).
- ❖ Honesty and confidentiality in your dealings with the Museum/Moray Society administration, the collections, keys and passwords, and with the public, staff and other volunteers and the community which we serve.
- ❖ If you experience any problems whilst volunteering, you must contact the Volunteer Mentor (Jenny Cook) or appropriate person (*see volunteer guide at front desk for grievance process*) on the Museum Management Committee.