

FIELD OF LIGHT:

# Avenue *of* Honour

BY BRUCE MUNRO

## VOLUNTEER APPLICATION FORM

Thank you for your interest in volunteering with FORM and the City of Albany for *Field of Light: Avenue of Honour*.

Volunteering at *Field of Light: Avenue of Honour* is a great opportunity to gain work experience on a major event. If you would like the opportunity to be involved with *Field of Light: Avenue of Honour*, please complete the following Volunteer Application and Description, sign the Volunteer Agreement and return to the FORM Volunteer Coordinator where your application will be reviewed. Please note, we cannot guarantee all applicants will be allocated a position however we endeavour to do our best.

Please note that all information provided in this document will be treated strictly confidential by FORM, the City of Albany and their employees. Key external organisations (eg Department of Fire and Emergency Services) may receive your details if it is essential to the role.

If you do not want your details shared, please tick this box. (This may impact on your suitability for some roles.)

Volunteers are a key component to the success of this exhibition. We ask all volunteers to come with a positive, enthusiastic and “can-do” attitude.

**Please note, all volunteers for the *Field of Light: Avenue of Honour* must be over the age of 16. Volunteers under the age of 18 must be accompanied by a responsible adult and have parent/guardian permission.**

### VOLUNTEER POSITION DESCRIPTION:

**Volunteer Role Title:** Event team

**Volunteering Site:** *Field of Light: Avenue of Honour*, Apex Drive, Mt Clarence, Albany

**Position reports to:** FORM Volunteer Coordinator and Front of House manager

**Description of Role/ Purpose:** Attend the *Field of Light: Avenue of Honour* exhibition during the evenings/nights to assist in the front of house responsibilities of welcoming visitors and guiding their experience. Assist in the open and close responsibilities of the exhibition and in emergency procedures if and when needed.

#### **Role Requirements Includes:**

Assist staff in set up:

- Meet staff member and sign in at 6.00pm;
- Pre-opening visual inspection of artwork, light shoots and perimeter fence to ensure aesthetic is maintained, and adjustment and replacement of components when required.
- Remove any waste from amongst the installation;
- Assist staff member in closing the gate and opening the shipping container;
- Ensure all collateral is stocked and on display within shipping container;

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Lighting up Albany, October 2018 – April 2019

[www.fieldoflightalbany.com.au](http://www.fieldoflightalbany.com.au)

[volunteer@fieldoflightalbany.com.au](mailto:volunteer@fieldoflightalbany.com.au)

The *Field of Light: Avenue of Honour* is commissioned by independent, non-profit cultural organisation FORM with the City of Albany and made possible by our various funding bodies.

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- Set out and turn on all electrical devices;
- Unlock toilet facilities and turn on push button lights;
- Open exhibition and welcome visitors.

Assist staff during opening hours:

- Welcome visitors to the exhibition, hand out and explain postcards and audio guide for trail;
- Tell visitors there is bus movement at the top of the hill and request they stay behind bollards;
- Warn visitors of curb level changes. Torches are available for loan if anyone would like additional lighting for their walk through the lights;
- Offer those who might require assistance use of the wheelchairs for loan. The register is located at the front of the Exhibition Manual;
- Assist in confirming bookings for packages for the evening;
- Distribution and collection of headphones, as needed;
- Encourage visitors to complete a reflection postcard prior to departure;
- Farewell visitors.

Assist staff in pack down:

- 10.00pm - Ensure all visitors have left the site;
- Assist staff in opening the gate;
- Turn off and charge all electronic devices as required;
- Lock toilet facilities and turn off push button lights;
- Tidy shipping container for the next day;
- Close and lock shipping container with staff;
- Sign out and depart site with staff.

## **Orientation and Training:**

Volunteers will undertake orientation and training of all roles and responsibilities prior to their shift at the *Field of Light: Avenue of Honour*. This will include understanding emergency procedures.

## **Benefits and outcomes:**

Volunteering to be part of this significant commemorative project will provide you with an experience not to be forgotten; to collectively work on an international art project alongside the Bruce Munro Studio and FORM, meeting likeminded people and being a part of this historic installation.

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## PERSONAL DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email\*: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile\*: \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Gender:  Male  Female  Other

*\*To enable communication with us, it is essential that you provide your name, email and phone details.*

Do you a connection with anyone who has served as an Anzac?  YES  NO

If you are happy to provide details of this person and/or their role, please do so below.

\_\_\_\_\_

## EMERGENCY CONTACTS: (PLEASE SUPPLY TWO CONTACTS)

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Relationship: \_\_\_\_\_

Have you previously volunteered for FORM?  YES  NO

If yes, please provide details (*year, event name, etc.*):

\_\_\_\_\_

Have you previously volunteered for the City of Albany?  YES  NO

If yes, please provide details (*year, event name, etc.*):

\_\_\_\_\_

Do you have other volunteer experience? If yes, please provide details:

\_\_\_\_\_

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## VOLUNTEER SKILLS:

Please specify your special skills or experience you will bring to the *Field of Light: Avenue of Honour* volunteer program (guiding, customer service, public speaking, research, consumer retail, etc.):

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Do you have a current First Aid Certificate?  YES Expiry: \_\_\_\_\_  NO

Do you have a current Driver's License?  YES  NO

If yes, what class do you hold?  C  LR  MR  HR  HC  MC  R-E

Please indicate any languages, other than English, you might speak:

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What do you hope to gain by volunteering with the *Field of Light: Avenue of Honour* team?

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*\*Please note that we encourage you to send us your CV together with this form. Please also note, we require copies of the above documents if you hold them*

## HEALTH INFORMATION:

We have a duty of care to ensure that your health is not impaired as a result of an assigned volunteer role. It is to your benefit to equip us with relevant information to ensure your role and duties are appropriate for you and allow us to provide any necessary support. This information will not be disclosed without your permission.

Do you have a medical condition or disability that could limit your ability as a volunteer?  YES  NO

If yes, please provide details (ie heart condition, allergies, unable to stand for long periods, back condition etc):

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If you take prescribed medication in relation to a specific medical condition or disability please provide details:

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Do you have any dietary requirements? If so, please specify:

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REFEREES: (PLEASE NOTIFY YOUR REFEREES THAT THEY MAY BE CONTACTED)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

## VOLUNTEER AVAILABILITY:

### What is your employment status?

Centrelink  Employed  Semi-Retired/Retired  Self-Employed  Unemployed  Student

Are you willing to volunteer a minimum of 2 days during *Field of Light: Avenue of Honour*?  YES  NO

Please specify any comments regarding your availability:

\_\_\_\_\_

### What days are you available?

The *Field of Light: Avenue of Honour* exhibition will run from the 4<sup>th</sup> October 2018 through to Anzac Day 2019. Volunteers will be engaged during the hours of 6.00pm to 10.15pm. Days will be subject to the activity at the *Field of Light: Avenue of Honour* exhibition.

Please indicate the days you are available to volunteer or provide dates below\*:

Mon	Tues	Wed	Thu	Fri	Sat	Sun

\_\_\_\_\_

\_\_\_\_\_

*\*Please note that this is an estimated availability, we will double check availabilities with Volunteers in the weeks prior. Your shifts will be confirmed closer to the date.*

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## VOLUNTEER AGREEMENT:

(1) I understand that as a *Field of Light: Avenue of Honour* Volunteer, I am a representative of the *Field of Light: Avenue of Honour*, the City of Albany and of FORM and agree to conduct myself in a friendly and professional manner at all times, in alignment with the City of Albany Code of Conduct Policy.

(2) I understand that the effective and professional running of *Field of Light: Avenue of Honour* relies on the work of volunteers, and therefore will endeavour to be punctual and reliable in relation to the times I have agreed to volunteer. I will endeavour to give the Volunteer Coordinator at least 48 hours' notice if I am unable to fulfil my commitments as scheduled. I understand that I will not receive any wage or salary for those services provided during *Field of Light: Avenue of Honour*.

(3) I understand that all volunteer work at *Field of Light: Avenue of Honour* will be carried out in a safe work environment and that I am required to attend a volunteer briefing session and site induction held by the Volunteer Coordinator before the commencement of the project. Compulsory volunteer induction and briefing session for Position 1 will take place on Monday the 17<sup>th</sup> September.

(4) I understand I am covered by the City of Albany's Personal Accident Insurance for all volunteer work carried out during my scheduled shifts. As a condition to my insurance I have to 'sign-in' and 'sign-out' of the workplace every shift. I am also obliged to abide by all OHS, JSA and safety requirements as set out by the Volunteer Coordinator.

(5) I declare that I have had the opportunity to ask questions. I have read, understood, and agree to the terms of the *Field of Light: Avenue of Honour* Volunteer Agreement, Position Description, Volunteer Handbook and the City of Albany Code of Conduct policy, and will strive to fulfil my responsibilities to the best of my ability.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please send this completed and signed Volunteer Application Form by post or as a scan to:

Annie Shreeve

*Field of Light: Avenue of Honour* Volunteer Coordinator  
PO Box 443, Claremont, WA, 6910

OR

volunteer@fieldoflightalbany.com.au

For further information or volunteer enquiries, please get in contact directly with Annie at volunteer@fieldoflightalbany.com.au, check out our website [www.fieldoflightalbany.com.au](http://www.fieldoflightalbany.com.au) or phone FORM Office on 9226 2799.

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## PARENT/GUARDIAN PERMISSION:

We require parent/guardian permission for any volunteers under the age of 18 years. Working with *Field of Light: Avenue of Honour* will include working with staff and volunteers across the exhibition site along Apex Drive in Mount Clarence.

By reading and signing this agreement, you as the parent/guardian are providing permission for (volunteer) \_\_\_\_\_ to volunteer at *Field of Light: Avenue of Honour* during the installation and/or exhibition.

Parent/Guardian Full Name: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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The logo for the City of Albany, featuring a stylized 'A' with a crossbar and the text 'CITY OF Albany' below it.