



**11 – 19 MAY
2018**

Box office: 0131 226 0006

Volunteer Policy

1. Introduction

- 1.1. This policy sets out the broad principles by which the Edinburgh International Magic Festival will manage, recognise and promote the involvement and contribution of its volunteers.
- 1.2. Edinburgh International Magic Festival volunteers are all persons giving their time freely and by choice, and without concern for financial gain.
- 1.3. This policy has been drafted keeping in mind the mutual benefits resulting from the relationship between the volunteers and Edinburgh International Magic Festival, and will be reviewed annually to ensure that it remains appropriate to the needs of the organisation and its volunteers.

2. General principles

- 2.1. There is no obligation for the volunteers to attend or fulfil the required tasks, and for Edinburgh International Magic Festival to provide work and benefits/rewards for volunteer help. Both parties understand that their relationship is based on mutual agreement, trust and understanding, and there is not a legally binding contract.
- 2.2. Edinburgh International Magic Festival will recruit volunteers with the knowledge, skills and experience to match the needs of the organisation and based on its Equal Opportunities Policy. Edinburgh International Magic Festival will also abide by its Health and Safety guidelines in recruiting and managing its volunteer base, and treat volunteers' personal details as strictly confidential.
- 2.3. Magic Festival volunteers are part of the organisation's Public Liability and Employers' Liability Insurance. However, any harm caused to others by the volunteers or to the volunteers themselves due to consumption of alcohol and illegal substances, is exempt from the insurance policy.

3. Recognising the value of volunteers

- 3.1. Edinburgh International Magic Festival recognises the importance of volunteering and intends for the volunteer programme to be mutually beneficial. The benefits for Festival volunteers are set out in Policy point 5.1 – 5.5.
- 3.2. Edinburgh International Magic Festival recognises that volunteers are a valuable resource, and is grateful for the services they offer. While it is acknowledged that volunteers share the company's objectives and values, their motivations might vary. Edinburgh International Magic Festival will do its best to understand and fulfil volunteers' expectations on an ongoing basis.



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- 3.3. Thanks to the help of its volunteers Edinburgh International Magic Festival will benefit through an extended operational capacity and increased community involvement in the Festival. The extended workforce will allow Edinburgh International Magic Festival to bring more visitors and a wider audience to the venues and provide them with top quality service as well as to organise more activities, with the aim to reach a broader part of the local community and visitors to Edinburgh.

4. What is expected of Edinburgh International Magic Festival volunteers

- 4.1. As the success of the Festival depends on the commitment and knowledgeability of our volunteers, they are required to attend the role-specific induction and interactive training session (“Magic Training Day”) organised by Edinburgh International Magic Festival.
- 4.2. Volunteers are expected to attend to their assigned shifts on time and report to the Volunteer Coordinator immediately if their availability changes or they are unable to attend.
- 4.3. Volunteers are ambassadors for Edinburgh International Magic Festival and agree to represent the Festival in an enthusiastic and positive way.
- 4.4. All volunteers are expected to respect confidentiality in dealing with personal and confidential data. When approached by the media, volunteers should pass on any enquiries to the Festival Managing Director or Festival PR staff.
- 4.5. Volunteers agree to cooperate with Edinburgh International Magic Festival during any potential volunteer screening processes, as required by the nature of the volunteer role. In addition to that, volunteers are expected to understand and commit to the company’s Equal Opportunities Policy and the Policy for Working with Children, and, to abide by the company’s Health and Safety guidelines.
- 4.6. At the end of their experience volunteers will be encouraged to participate on the Volunteer Programme Evaluation process, to help Edinburgh International Magic Festival improve its volunteer programme and to address any organisational issues as suggested by volunteers.

5. What can volunteers expect from Edinburgh International Magic Festival

- 5.1. Volunteers will benefit from everyday interaction with customers, performers, audiences, existing staff and other volunteers, meeting new people, learning new and developing existing skills, and helping to ensure that the Festival is a success.
- 5.2. Edinburgh International Magic Festival is committed to personal and professional development of its staff and volunteers. In addition to a short role-specific induction, Edinburgh International Magic Festival will provide volunteers with (1) an interactive training session focusing on transferable skills development, and (2) feedback during and after the event, to help increase volunteers’ employability and help with the development their future career opportunities.



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- 5.3. Edinburgh International Magic Festival hopes that volunteers enjoy their time helping with the delivery of the Festival, and do so with satisfaction. Edinburgh International Magic Festival promises to do its best to make all volunteers feel welcome and valued, and to ensure that, as far as possible, volunteers are protected from physical, financial and emotional harm arising from their activities.
- 5.4. Depending on the length of their shifts on the Festival venues volunteers will be provided with refreshments. Bottled water will also be provided throughout all Festival shifts.
- 5.5. A staff t-shirt will be provided (and can be kept by volunteers as a souvenir). Volunteers will have access to any of the Festival shows (subject to availability), and as a thank you for their generous help, will be invited to the MagicFest Wrap Party (on Sunday 20th May).