

FIELD OF LIGHT:

Avenue *of* Honour

BY BRUCE MUNRO

VOLUNTEER DESCRIPTION FORM

POSITION 1:

Volunteer Role Title: Installation team

Volunteering Site: Apex Drive, Mt Clarence, Albany

Position reports to: FORM Volunteer Coordinator

Description of role/ Purpose: Assist the Bruce Munro Studio/FORM team to install the *Field of Light: Avenue of Honour*, an ephemeral artwork incorporating 16,000 glass spheres.

Key tasks/ areas of responsibility: Laying out of fibre optic cable, installation and connection of ground spike, acrylic rod, fibre optic cable and glass sphere to create the artwork installation*.

*No live wires will be handled

Role Requirements Includes:

Volunteers will need to be capable of performing the following tasks:

- Walking over/through trailing fibre optics;
- Carrying awkward objects;
- Various repetitive tasks;
- Repeatedly bending down;
- Repeatedly walking back and forth;
- Using small hand tools;
- Working in the outdoors;
- Threading fibre optics; and
- Working on uneven terrain.

Time commitment:

Installation with volunteers will take place between the 18th September and the 28th September. Volunteers will be engaged during the hours of 8:30am - 12.00noon and 1.00pm - 4:30pm.

10 volunteers per day are required for the above dates. Preference will be placed on volunteers who are able to commit to as many shifts as is possible to ensure efficiency in the installation process.

Orientation:

Volunteers must be available for a site induction on the 17th September 2018.

Please indicate the times you are available to volunteer during installation*:

Lighting up Albany, October 2018 – April 2019

www.fieldoflightalbany.com.au

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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| | Mon 17/9 (induction only) | Tues 18/9 | Wed 19/9 | Thu 20/9 | Fri 21/9 | Sat 22/9 | Sun 23/9 | Mon 24/9 | Tues 25/9 | Wed 26/9 | Thu 27/9 | Fri 28/9 |
|----|---------------------------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|
| am | | | | | | | | | | | | |
| pm | | | | | | | | | | | | |

**Please note that this is an estimated availability, we will double check availabilities with volunteers several weeks prior to installation – we will schedule you for all the shifts that are selected. Your shifts will be confirmed closer to the event.*

Training Provided:

Training for the installation of the artwork will be provided at the commencement of installation.

All Art Handlers and volunteers will be equipped with the following tools in order to assist on the installation of the artwork:

| Volunteer Tools | | | |
|--|--|---|--|
| Long nose pliers with wire cutter - one per person |  | Canvas shoulder bag (or similar) - one per person |  |

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.

Application Process:

To apply, please complete and sign the Volunteer Application Form and this Volunteer Position Description form.

Volunteers are a key component to the installation and creation 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.

I agree to abide by the conditions as set out in this Volunteer Role Description.

Signed: _____

Date: _____

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POSITION 2:

Volunteer Role Title: Installation Assistance

Volunteering Site: Apex Drive, Mt Clarence, Albany

Position reports to: FORM Volunteer Coordinator

Description of role/ Purpose: Set up morning and afternoon tea stations with the Albany Volunteer Company to ensure the Bruce Munro Studio/Installation team are provided with food and drinks each day.

Key tasks/ areas of responsibility: Preparing food, setting up stations for tea/coffee/water, setting up trestle tables and chairs for morning and afternoon tea breaks.

Role Requirements Includes:

- Sign in.
- Report to volunteer coordinator or FORM/Albany Volunteer Company staff.
- Set up trestle tables and chairs.
- Prepare and plate food for break times.
- Ensured food is stored correctly.
- Set up coffee/tea/water stations.
- Ensure all volunteers have access to food and drink.
- Sign out and depart site.

Time commitment:

Installation with volunteers will take place between the 18th September and the 28th September. Volunteers will be engaged during the hours of 9:00am - 11.30pm and 1.00pm - 3:30pm. 2 volunteers per day are required for the indicated dates.

Please indicate the times you are available to volunteer during installation*:

| | Mon 17/9 (induction only) | Tues 18/9 | Wed 19/9 | Thu 20/9 | Fri 21/9 | Sat 22/9 | Sun 23/9 | Mon 24/9 | Tues 25/9 | Wed 26/9 | Thu 27/9 | Fri 28/9 |
|----|------------------------------|-----------|----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|
| am | | | | | | | | | | | | |
| pm | | | | | | | | | | | | |

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

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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:

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Application Process:

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Volunteers are a key component to the installation and creation 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.

I agree to abide by the conditions as set out in this Volunteer Role Description

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Date: _____

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VOLUNTEER DESCRIPTION FORM

POSITION 3:

Volunteer Role Title: Event team

Volunteering Site: Apex Drive, Mt Clarence, Albany

Position reports to: FORM Volunteer Coordinator

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.

Key tasks/ areas of responsibility:

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:

- Sign in.
- Pre-opening visual inspection of exhibition to ensure artwork aesthetic is maintained, and adjustment and replacement of components when required.
- Assist in opening the shipping container.
- Ensure all collateral in shipping container is stocked and on display.
- Set out and turn on of all electrical devices.
- Opening of exhibition.

Assist staff during opening hours:

- Welcome visitors to the exhibition and explanation of self-guided tour.
- Distribution of brochures.
- Distribution of audio guides.
- Encourage visitors to complete a reflection postcard.
- Farewell visitors.

Assist staff in pack down:

- Ensure all visitors have left the site.
- Turn off and charge all electronic devices as required.
- Re-opening the gate and street to traffic.
- Tidy shipping container for the next day.
- Assist in close and lock shipping container.
- Sign out and depart site.

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Time commitment:

The *Field of Light: Avenue of Honour* exhibition will run from the 4th October 2018 through to Anzac Day 2019. At this point in time we are calling for volunteers for assistance in the first six weeks of opening, from 4th October through to 18th November 2018. Volunteers will be engaged during the hours of 5.45pm to 10.30pm. 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 during the first stage of the exhibition*:

| | Mon | Tues | Wed | Thu | Fri | Sat | Sun |
|----------------|-----|------|-----|-----|-----|-----|-----|
| 4 – 7 Oct | | | | | | | |
| 8 – 14 Oct | | | | | | | |
| 15 – 21 Oct | | | | | | | |
| 22 – 28 Oct | | | | | | | |
| 29 Oct – 4 Nov | | | | | | | |
| 5 – 11 Nov | | | | | | | |
| 12 – 18 Nov | | | | | | | |

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

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:

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