



ART &
SCIENCE
COLLIDE

Presented by

Getty

**VOLUNTEER
HANDBOOK**



WELCOME & THANK YOU

Welcome to the PST ART: *Art & Science Collide* Volunteer Program! We are thrilled to have you be a part of the volunteer team for this exciting collaboration of thematically linked exhibitions and programs across Southern California. We look forward to your participation in making PST ART: *Art & Science Collide* a success.

Our volunteer team is crucial in spreading the word about PST ART: *Art & Science Collide*.

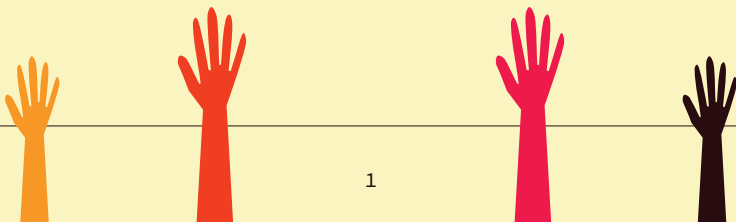
This Volunteer Handbook serves as an introduction to PST ART: *Art & Science Collide* and aims to give you a clear understanding of your involvement in the Volunteer Program. While we cannot cover every detail here, we provide enough information for you to feel confident about your volunteer shift.

Some details outlined in the manual may change during PST ART: *Art & Science Collide*. Therefore, we encourage you to stay in contact with the Zynger team and regularly check the volunteer website for updates. We are committed to keeping you informed and ensuring your expectations are met, so you leave feeling appreciated for your involvement.

Please let us know if anything arises or if there's anything we can do to enhance your experience and make it more enjoyable and memorable. We truly value your participation!

Sincerely,

Zynger Events,
PST ART: *Art & Science Collide* Volunteer Program





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ABOUT

PST ART

PST ART marks a groundbreaking collaboration among arts institutions across Southern California, each showcasing thematically linked exhibitions and programs that honor the region's rich cultural history. Every iteration of PST ART, whether large-scale or smaller events, highlights a crucial aspect of Southern California's influential role in art history. PST ART is presented by Getty.



PST ART: *Art & Science Collide*

Southern California's landmark arts event will unite cultural and scientific institutions across the region. Experience pigeons equipped with air pollution-monitoring backpacks at LACE's exhibit in the LA Municipal Art Gallery, witness plants swaying to live Martian winds presented by JPL NASA at Brand Library in Glendale, and explore an environmentally sustainable vision for seven billion people at SCI-Arc in DTLA and West Hollywood. Prepare for the collision of art and science!

This initiative encompasses over 70 meticulously curated exhibitions developed by arts organizations and scientific institutions throughout Southern California. Featuring over 800 artists, these exhibitions delve into mind-expanding explorations covering topics from ancient cosmology to Indigenous sci-fi, and from artificial intelligence to environmental justice.

PST ART: *Art & Science Collide* is a diverse and expansive event that will transform Los Angeles and Southern California from September 2024, spanning five months, reshaping our understanding of the intersection of art and science indefinitely.

Including organizations of various sizes and focuses — from prominent art museums to compact science centers, university galleries to performing arts venues — PST ART: *Art & Science Collide* spans across Southern California, extending from Santa Barbara to San Diego, and from Santa Monica to Palm Springs.

Explore the full spectrum of PST ART: *Art & Science Collide* exhibitions, programs, and events across Southern California at www.pst.art.

FUN FACTS & FIGURES

👉 PST ART: *Art & Science Collide* encompasses 800+ artists, 70+ exhibitions, and 70+ museums across Southern California.

👉 You can explore the PST ART: *Art & Science Collide* website by navigating through 8 distinct regions spanning Southern California:

- West LA to South LA
- Downtown LA
- Hollywood to Expo Park
- Northeast LA & Pasadena
- San Diego & La Jolla
- Antelope Valley, Deserts, & Inland Empire
- Orange County & Long Beach
- Santa Barbara

👉 The exhibitions and programs of PST ART: *Art & Science Collide* cover a diverse range of themes. Each theme offers opportunities for personalized curated experiences:

- 1980 to Present
- SoCal
- The Environment
- Campus-based
- 19th and 20th Centuries
- Global Cultures
- Seeing and Control
- The Future
- Film and Photography
- Indigenous Knowledge
- Picturing Science
- Pre-1800
- Astronomy
- Ecology and Sustainability
- Monographic Exhibitions
- The Body
- Water and Oceans
- Performing Arts

VOLUNTEER PROGRAM OVERVIEW

The PST ART: *Art & Science Collide* Volunteer Program, overseen by the Zynger Events team, plays a vital role in the comprehensive marketing and communication strategy of PST ART: *Art & Science Collide*.

It aims to motivate and engage both residents and visitors of Southern California, encouraging them to explore the diverse exhibitions and programs offered through this distinctive collaboration.



Volunteers wearing PST ART: *Art & Science Collide* branded t-shirts will be assigned to assist the PST ART team at partner institutions and public events.

VOLUNTEER JOB DESCRIPTION

The PST ART: *Art & Science Collide* Volunteers are ambassadors for PST ART: *Art & Science Collide*. They will be located in areas where they are visible to the public and easily identifiable by wearing branded t-shirts. They will also have PST ART: *Art & Science Collide* branded materials to pass out such as color changing pencils, seed packets, hats, t-shirts and more! Volunteers will be knowledgeable about the overall PST ART: *Art & Science Collide* collaboration and its goals, and will act as representatives to encourage visitors to take advantage of all that PST ART: *Art & Science Collide* has to offer!

Volunteers will check-in with their assigned managers at the beginning of their shift, and check out at the shift's end to ensure duties have been completed. All materials given to volunteers to distribute during their shifts (please keep your volunteer t-shirt), and all materials related to the program (including iPads, pencils, stickers, brochures, etc.), are to be returned to the volunteer managers to be used for the next opportunity.

If any issues arise before, during or after your shift, please check in with your volunteer manager by contacting the Zynger team - questions@PSTVolunteer.com.



PROGRAM EXPECTATIONS

Here are the things that we commit to you for volunteering:

- An invitation to attend a volunteer orientation.
- A clear understanding of what you are being asked to do and what your shift entails.
- The ability to select your shifts based on what's available, and cancel if you are not available (we ask that you give us at least 48 hours' notice).
- Receive a PST ART: Art & Science Collide volunteer t-shirt
- Be reimbursed for any pre-approved out-of-pocket expenses. Please speak with a Zynger team member before incurring any expenses.

Volunteers have the right to:

1. Offer suggestions about your assignment and the PST ART: Art & Science Collide Volunteer Program. Please submit them in writing to questions@PSTVolunteer.com.
2. Expect that volunteer records will be kept documenting volunteer experience, positions held, training, and hours volunteered.
3. Be treated as a valuable contributor to PST ART: Art & Science Collide and its goals through their volunteer work.
4. Have all these things done in a spirit of friendliness and cooperation so that the PST ART: Art & Science Collide Volunteer Program will continue to be known as a great volunteer opportunity.

VOLUNTEER EXPECTATIONS

Here are some things that we expect as your commitment to being a volunteer:

- Volunteers must be 18 years or older.
- Your first responsibility is to review your volunteer handbook, know your volunteer duties and how to do them promptly, correctly and pleasantly.
- You are expected to cooperate with staff and your fellow volunteers and maintain a good team attitude.
- We expect you to voice your opinions and contribute your suggestions to improve the quality of the PST ART: Art & Science Collide Volunteer Program, if you feel the need to do so. Submit them to questions@PSTVolunteer.com.
- You will attend, or watch, at least one (1) volunteer orientation.
- You will check-in each time you arrive for a work assignment.
- You will report for your volunteer shifts on time.
- You will inform your volunteer coordinator as soon as possible of any planned absence or lateness.

VOLUNTEER EXPECTATIONS (cont.)

- You will ensure that you wear your volunteer t-shirt and dark pants/bottoms (preferable black pants) at all times during your shift.
- You are expected to keep all communications with or concerning PST ART partner institutions and staff confidential.

Remember — you are an ambassador for the PST ART: Art & Science Collide Volunteer Program; be sure to represent us in the best possible way. Each guest that you encounter will take away their experience and share it with others — let's make it a favorable and memorable experience for everyone!

VOLUNTEER OPPORTUNITIES

There are numerous opportunities for you to engage and participate in PST ART: *Art & Science Collide*. We encourage you to explore the various positions available and choose those that interest you and align with your preferences. We will continuously update the volunteer website (covered later in this handbook) as new shifts become available, so please check back regularly to stay informed about current opportunities.

Here's a summary of the current available opportunities:

PST ART PARTNER LOCATIONS

The volunteer program will offer Front of House support at several PST ART partner locations during the initial two opening weekends, Veterans Day Weekend, Thanksgiving, and throughout the holiday season.

Volunteers will assist PST ART partners by explaining PST ART: *Art & Science Collide* to visitors, distributing merchandise, providing information about nearby partner locations, collecting email addresses, and more. This is a fantastic opportunity to experience the captivating exhibitions of PST ART!

Join us for one, two, or more shifts as a PST ART volunteer! All volunteers will receive a PST ART: *Art & Science Collide* volunteer t-shirt. Specific details, including parking directions and additional instructions, will be confirmed in the days leading up to your assignment.

PST ART WEEKENDS

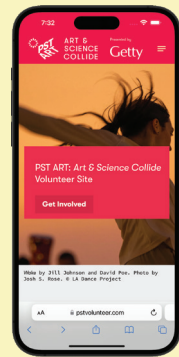
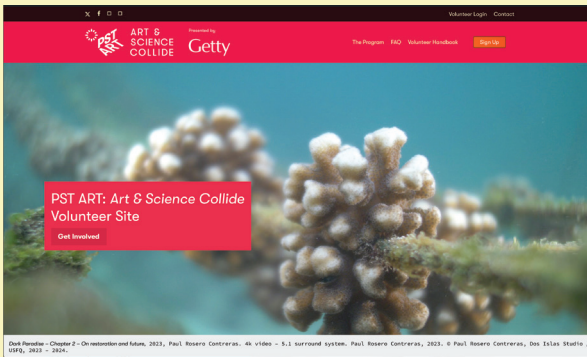
Each of our designated regions will host weekend activities featuring musical performances, workshops, food and beverage trucks, and a variety of other attractions.

Volunteers will be on hand to distribute merchandise, provide information about the weekend's schedule, and assist with email sign-ups. They will be stationed throughout programming locations to distribute materials.

VOLUNTEER WEBSITE

We've established a volunteer website to help you stay connected and informed about new opportunities as they arise. On this site, you can download a copy of this handbook, access links to essential information regarding PST ART: *Art & Science Collide*, and reach out to the Zynger Team for feedback, questions, or concerns.

Stay in touch and encourage your friends who are interested in volunteering to visit: www.PSTVolunteer.com



VOLUNTEER POLICIES

Requirements

Be 18 years or older.

Accommodations

The PST ART: Art & Science Collide Volunteer Program is committed to providing reasonable accommodations that facilitate volunteer service where feasible. If you have a disability and require reasonable accommodations to facilitate your service in the Program, you must submit a request for accommodations to [identify]. Please submit your request as early as possible, recognizing that the necessary interactive process can be time-consuming. The request should identify the nature of the limitation(s) that require accommodation, the likely duration, and suggested accommodations.

Accountability

Please arrive on time for your shift.

If you cannot make a commitment, notify us as early as possible to arrange a replacement.

Dress Code

Wear your volunteer T-shirt with dark-colored pants/bottoms and dress neatly.

Equal Opportunity

The PST ART: Art & Science Collide Volunteer Program provides equal volunteering opportunities regardless of race, color, age, sex, sexual orientation, familial status, religious creed, national origin, ancestry, marital status and registered domestic partner status, national origin, ancestry, citizenship status, protected hair style or texture, military and veteran status, physical or mental disability, protected medical condition, genetic information, political activity, or any other status protected by applicable law.

Expense Reimbursement

Obtain written authorization from your volunteer coordinator before incurring expenses.

Submit receipts for authorized expenses to be reimbursed.

Gifts, Tips, & Solicitation

Do not accept tips or gifts from visitors or staff.

Refrain from promoting personal business, political agendas, religious beliefs, or soliciting for charities.

VOLUNTEER POLICIES (cont.)

Harassment Prevention

The PST ART: Art & Science *Collide* Volunteer Program is committed to fostering a volunteer environment that is free of discrimination and harassment and in which all individuals are treated with respect and dignity. Any form of harassment, whether physical or verbal, will not be tolerated.

Sexual Harassment is one form of discriminatory harassment. Sexual harassment may consist of unwelcome sexual advances, requests for sexual favors, and/or other conduct of a sexual nature. The PST ART: Art & Science *Collide* Volunteer Program strictly prohibits any such conduct.

If you need to report any harassing conduct, please do so by emailing questions@pstvolunteer.com with a detailed report of the incident that includes dates and times in which the incident that took place.

Parking

Efforts will be made to arrange parking at your designated volunteer location. If you haven't received parking instructions before your shift, please inquire. Always lock your vehicle and park within designated areas. We reimburse parking expenses at locations without free parking for PST ART: Art & Science *Collide* volunteers. Please note, we do not cover parking tickets incurred due to unauthorized parking or failure to adhere to time restrictions.

Breaks

We do our best to ensure volunteers are not working solo to facilitate coverage and enable appropriate breaks. If working alone, please take a 15 to 20-minute break midway through your shift.

Personal Phone Calls

Please use break times to handle personal calls, check emails, and texts.

Smoking

During your shift, refrain from smoking. Utilize designated smoking areas during breaks and ensure PST ART: Art & Science *Collide* branded materials are not visible while smoking.

Substance Abuse

Volunteers showing signs of alcohol or drug consumption will be denied entry to PST ART: Art & Science *Collide* volunteer sites and asked to leave the premises. This policy ensures a safe environment for all volunteers.

Standards of Conduct

Volunteers are expected to adhere to all volunteer policies to

VOLUNTEER POLICIES (cont.)

ensure mutual trust and respect among team members. These policies are designed to support a positive volunteer experience.

Unacceptable Activities

To ensure a respectful and safe environment for everyone involved in the PST ART: *Art & Science Collide* Volunteer Program, it is essential that each individual behaves in a mature and responsible manner.

Violation of any of the following rules will result in immediate discharge from the program:

- Willful violation of any volunteer policy, including actions that significantly harm PST ART: *Art & Science Collide* or its partners.
- Actions that jeopardize the safety or well-being of others.
- Possession or consumption of alcoholic beverages or illegal substances.
- Chronic lateness or absenteeism.
- Unauthorized possession of dangerous or illegal weapons, firearms, or explosives on volunteer site premises or at all during your volunteer shift.
- Engagement in criminal activities, violence, threats, fighting, horseplay, or intentional damage to property.
- Refusal to follow instructions from the volunteer coordinator or acts of insubordination.
- Harassing, threatening, intimidating, or coercing visitors or fellow volunteers.
- Theft or unauthorized possession/removal of property belonging to others, including but not limited to Zynger and PST ART partners.
- Unauthorized use of equipment or property for personal gain.

Adherence to these guidelines ensures a positive and productive experience for all volunteers and supports the mission of PST ART: *Art & Science Collide*. If you have any questions regarding these rules or need clarification, please consult your volunteer coordinator.

Volunteer Termination

The PST ART: *Art & Science Collide* Volunteer Program operates on an at-will basis and reserves the right to terminate a volunteer without specifying a reason, though every termination is considered carefully.

Both the PST ART: *Art & Science Collide* Volunteer Program and its partners maintain the authority to request a volunteer to leave the premises promptly.

VOLUNTEER AGREEMENT & WAIVER

All volunteers taking part in the PST ART: *Art & Science Collide* Volunteer Program will agree to the following:

I have voluntarily applied to participate in volunteer activities (“Volunteer Activities”) related to PST ART to occur in specific locations across Southern California. I understand that there is a risk of property damage and/or personal injury from Volunteer Activities, including but not limited to the potential for illness/infection, serious bodily injury and death. In consideration for my participation therein, I, on behalf of myself, my personal representatives, heirs and assigns, hereby;

1. Acknowledge that I am voluntarily contributing my time and service at no charge and that I will not be compensated, receive employee benefits or become an employee of Zynger, the J. Paul Getty Trust, or any PST Art Partner as a result of my volunteer service.

2. Acknowledge and agree to accept full responsibility for my own safety and for determining that no known dangers exist that could affect my own safety at any of the PST ART exhibition locations, including but not limited to all exhibit locations and partner institutions.

3. RELEASE, WAIVE, AND FOREVER DISCHARGE the J. Paul Getty Trust, its employees, agents, officers and trustees, as well as PST ART, or any subdivision hereof, corporate sponsors of PST ART, event venues, partners and sponsoring organizations, and PST ART vendors, and each of their respective owners, members, agents, employees, servants, officers, directors, successors, assigns and affiliates (together, "Releasees"), from any and all claims, demands, actions or causes of action I, or anyone on my behalf, may hereafter have against Releasees, for any and all loss or damage, and any claim or demand on account of injury to my person or property or resulting in my death, arising out of or in connection with PST ART or any of the exhibitions or events and activities associated therewith, whether caused by Releasees' own negligence or otherwise;

4. INDEMNIFY AND HOLD HARMLESS Releasees, from any loss, cost or expense, including but not limited to attorney fees and costs, arising out of or in connection with any claim, demand, action or cause of action, formal or informal, whether brought by way of subrogation or otherwise, which may hereafter exist, arising out of or in connection with PST ART, or any of the exhibitions, events and activities associated therewith, whether caused by Releasee' own negligence or otherwise. I expressly

VOLUNTEER WAIVER (cont.)

agree that this Volunteer Agreement and Waiver is intended to be as broad and inclusive as is permitted by the laws of California and that if any portion of this Agreement is held to be invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

BY CHECKING THE WAIVER BOX WHEN SIGNING UP FOR MY SHIFT, THIS INDICATES THAT I HAVE READ, UNDERSTAND AND VOLUNTARILY ACCEPT THIS VOLUNTEER AGREEMENT AND WAIVER. BY AGREEING TO THESE TERMS AND CONDITIONS, I DECLARE THAT I AM A LEGAL RESIDENT OF, OR AM EMPLOYED IN, THE STATE OF CALIFORNIA AND AM 18 YEARS OF AGE OR OLDER.



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EVENTS

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