

Volunteer Role Description

Department: Leisure, Arts and Culture

Title: Incinerator Gallery Volunteer

Goal: The Incinerator Gallery Volunteer Involvement program aims to develop a team of skilled and dedicated individuals who can guide Gallery visitors, students and teachers through current exhibitions and facilitate conversations about art, architecture, the environment and local history.

- Applicants should be qualified and enthusiastic teachers or equivalent, possess excellent interpersonal and presentation skills who support the delivery of our dynamic and interactive visitor and education programs.
- Applicants will gain a broad understanding of the operations of the Gallery and will be trained to assist and provide information to visitors and undertake other visitor engagement duties when required.

Tasks and desired results:

Incinerator Gallery Volunteers undertake the following tasks:

- Research, prepare, deliver or co-deliver free community and schools (curriculum relevant) tours relating to the Incinerator Gallery exhibitions program, architecture, environment or local history.
- Assist in the presentation, set-up and pack down of tours and art making workshops to maintain the presentation of Incinerator Gallery facilities.
- Make every attempt to ensure all visitors adhere to Incinerator Gallery security and safety regulations to maintain vigilance and enforce rules that protect visitors, staff and artworks.

The Incinerator Gallery Volunteer role will be to engage with visitors in the galleries and garden, and to assist, present or facilitate during the following times:

- Education tours and workshops, Tuesday to Friday (9am-3pm) in school terms
- Assist school holiday workshop program presenters (9am-3pm) during school term breaks
- Visitor tours of the exhibitions and/or architecture, Tuesday to Sunday (10am-4pm)

In order to perform their role successfully Volunteers must:

- Attend on-going training opportunities such as exhibition briefings, one-on-one mentoring, team teaching and regular scheduled meetings, which may occur outside of regular Gallery hours
- Comply with OH&S policies and procedures
- Comply with current legislation to ensure a Child Safe environment, including possession of a current WWCC

Time commitment:

Volunteers will be expected to contribute in an ongoing capacity:

- 2-3 hours per week at the Incinerator Gallery at least three times each month.
- 1-3 hours per week on independent research (in own time)

Scheduling:

Volunteers are expected to be proactive and nominate themselves for tours and facilitated programs as requested by Gallery staff via the online system.

Worksite:

Incinerator Gallery, 180 Holmes Road, Moonee Ponds, VIC 3039

There may be occasional excursions and off site visits to libraries and cultural organisations.

Benefits:

Aside from giving back to the community Incinerator Gallery Volunteers are passionate people who freely provide their time and energy to support the work of paid staff. The benefits Volunteers could enjoy include:

- Opportunities to learn new or extend skills and knowledge (i.e. public speaking, personal communication, visual arts, architecture knowledge and develop employability skills)
- Opportunities to broaden social circles and meet a diverse range of people including staff, volunteers and visitors with similar interests
- Involvement in exhibitions and openings
- Recognition of service
- Invitations to volunteer training, networking and social events

Volunteer support:

- One full day induction training Volunteer Involvement program
- Volunteer manual, fact sheets and recommended reading materials (online)
- Exhibition briefings
- Ongoing mentoring, coaching and training in groups and individually as required
- Quarterly meetings with Volunteer team
- Access to a staff contact for supervision and support
- Volunteer insurance (limited coverage)

Requirements:

Essential

- Desire to enhance the experience of visitors of all ages to the Incinerator Gallery
- Excellent presentation, interpersonal and communication skills
- An active interest in Australian contemporary art and culture, architecture, the environment and local history
- The capacity to undertake the time commitment required for the role and willingness to attend training provided
- The ability to access online information and willingness to abide by relevant policies and procedures

Preferred

- Knowledge and understanding of school curriculum and current education developments including the various learning styles, and teaching methods associated with developing students' critical thinking and inquiry skills.
- Knowledge and understanding of issues related to learning and interpretation in museums and galleries.
- Capacity to monitor and manage student behaviour.
- Familiarity with the maintenance, safety and use of equipment in an art room.

Application instructions and process:

- Volunteers must complete an online application via: <http://bit.ly/incineratorvolunteer>
- Volunteers must respond briefly to role requirements, provide their CV and 2 referees
- Shortlisted applicants will be invited to attend a group interview
- All applicants will be notified of outcomes and successful applicants must attend the one day induction training

Our selection process requires background checks as follows:

- Current Working With Children Check or VIT Registration
- Current Police Check
- Referees will be contacted

Other relevant information:

Successful applicants will be required to commit to a Volunteer Agreement and will be subject to a three month probationary period.

This position description is intended to provide an overall view of the role and may change from time to time.

Supervisor/liaison:

Title: Christine Healey, Curator Education and Community Learning
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