

# Volunteer Role Description

**Title:** Incinerator Gallery Volunteer

**Goal:** Moonee Valley is a Thriving City

**Activities:**

We require volunteers to enhance visitor experiences, promote the Incinerator Gallery, support artists, presenters and the rest of our team by doing the following:

- Welcome and orient visitors, and invigilate gallery spaces in a friendly, professional manner.
- Bring people together with art by providing information with energy and enthusiasm.
- Prepare well by completing required training, reading, and independent research.
- Plan and deliver interactive tours and art education workshops for young learners ranging from Preschool to Year 12.
- Help to set-up, run and pack-down exhibition openings, events, programs and workshops, including to support the evacuation of buildings in case of emergency.

**Time commitment:** 3-hours per fortnight, plus research time.

**Scheduling:** Flexible, with volunteers self-rostering using our online system.

**Worksite:** Incinerator Gallery, Aberfeldie and other venues by mutual agreement.

**Benefits:**

- Enjoy being part of a fun team and working in a gallery.
- Network with industry professionals, volunteers, and a diverse range of people who are all passionate about visual arts.
- Valuable experience to add to your resume, including opportunities to demonstrate skills and knowledge.
- Staff discounts at Council facilities and invitations to volunteer networking and events when available.
- After 50 hours of service, volunteers will be eligible to apply for employment positions that are advertised internally at Council.

### **Volunteer support:**

- Orientation, other training and professional development resources
- Access to a staff for supervision and support
- Materials and equipment, including personal protective equipment
- Volunteer insurance

### **Requirements:**

#### Essential

- Share our commitment to our Council's vision for a Healthy City of Moonee Valley.
- Agree to complete orientation and other training as required; and to follow policies, procedures and all reasonable instructions.
- Excellent interpersonal, communication and presentation skills, with a strong interest in enhancing the experience of gallery visitors of all ages and abilities.
- Motivated, reliable and committed to providing 3 hours of service per fortnight.
- Have independent access to a device and internet connection and computer literacy necessary to complete online training, communication and self-rostering.

#### Preferred

- Demonstrated awareness of contemporary teaching approaches and school curriculum.
- Able to invigilate, monitor and manage visitor and student behaviour.
- Familiarity with the safe use of art studio equipment.

### **Background checks:**

Our selection process requires background checks and results as follows:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Police Check | <input checked="" type="checkbox"/> Working with Children Check |
| <input checked="" type="checkbox"/> Interview    | <input checked="" type="checkbox"/> Reference Check             |

### **Supervisor:**

**Title:** Bridget Forbes, Arts Officer - Learning and Community Engagement Programs

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