

**WE NEED
YOUR HELP!**

Collection Guide



Volunteer Job Description

Program: Collection

Position Title: Collection Guide

Role:

Volunteers play a vital role in the day-to-day activities of Rockhampton Art Gallery. Volunteers are committed to providing a highly professional and informative service. They require a strong commitment to customer service and a willingness to enhance their knowledge of arts and culture as well as Council procedures to assist them in their role. Gallery Volunteers should attempt to exceed customers' expectations when responding to enquiries and processing sales.

As a Collection Volunteer you will:

- Present guided tours of the gallery and current exhibitions to individuals and community groups
- Share information about selected art works and artists in the exhibition with visitors
- Research background information about the exhibition to prepare for the tour
- Welcome visitors to Rockhampton Art Gallery
- Research background information about Rockhampton Art Gallery's collection
- Gather information through library research, internet searches or visits to art collections both public and private

Scheduling:

- Volunteers must complete a training program to develop and practice skills in guiding for art exhibitions, and communicating with groups
- Currently the training program is scheduled on a one-on-one basis with the Collections Officer
- Rostered once or twice a month (on average) after completion of training

Required Skills/Experience:

- Excellent communication skills, and enjoyment of sharing information with visitors to Rockhampton Art Gallery
- Excellent interpersonal skills
- Confident and polite
- Research skills (e.g. through the library, catalogues or the internet as preparation for tours)
- Volunteers may have a special interest in art, history or culture or an enthusiasm for the visual
- Well organised, committed, reliable and possessing an ability to use initiative

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- May have a special interest in art history or culture or have completed studies in art, history or culture
- Well organised
- Ability to ask questions and follow instructions
- Able to work un-supervised once training has been given. You will still be supported and there will be staff available to help if you have questions

Benefits:

- Complimentary annual Friends of the Gallery membership
- Enjoy many perks including being the first to see and learn about the exciting exhibition calendar we have programmed
- Be privy to programs and events prior to public advertisement
- Contribute to the exciting vibe which is Rockhampton Art Gallery
- Be kept in the loop through newsletters and special get-togethers
- Enjoy a range of art exhibitions and programs
- Opportunity to meet other people interested in art
- Be a valuable member of the Rockhampton Art Gallery team
- Contribute to cultural development within the community

Reports to:

Rockhampton Art Gallery, Collection Officer

Contact:

Rockhampton Art Gallery
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