

**WE NEED
YOUR HELP!**

**Exhibition
Assistant**



Volunteer Job Description

Program: Exhibitions

Position Title: Exhibitions Assistant Volunteer

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 an Exhibition Assistant Volunteer you will:

- Assist the gallery staff in the preparation of the gallery spaces before, during and after exhibition installations
- Prepare exhibition furniture including filling, sanding and painting
- Assist the set-up in exhibition programs and activities
- Undertake condition reports of artworks

Roster:

With an array of ever changing exhibitions and changing demands between them, there is no set roster for this position. The position will be engaged on a demand and needs basis, with at least 7 days' notice.

Required Skills/Experience:

- Well organised, committed, reliable and ability to use initiative
- Good verbal communication skills,
- Some experience of helping with exhibitions an advantage, but not essential and no formal qualifications needed, on-the job training will be given
- Good team working skills, friendly and approachable
- 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

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- 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, Curator

Contact:

Rockhampton Art Gallery

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Rockhampton QLD 4700

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