

**WE NEED
YOUR HELP!**

**Programs
Assistant**



Volunteer Job Description

Program: Programs

Position Title: Programs 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 a Programs Assistant Volunteer you will:

- Assist with the preparation and running of public programs
- Assist with housekeeping of the program areas
- Assist with background research for the development of public programs
- Assist with exhibition opening nights and other special events
- Assist with supervising and visitor enquiries

Scheduling:

- Fortnightly or once a month on a roster; depending on the Volunteer's availability
- Each roster period is for 2 - 3 hours per session, on a morning or afternoon, over a seven day week. Also evenings usually once every 4 - 5 weeks depending on the exhibition schedule and public programs

Required Skills/Experience:

- Good communication skills including child-focused communication skills
- Visual arts experience and creative ability
- A friendly, helpful and courteous manner
- Reliable, committed and flexible
- Ability to work as part of a team and support staff
- An interest in arts education
- Ability to deal with a wide cross-section of people
- Well organised, committed, reliable and possessing an ability to use initiative

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



Volunteer Job Description

- 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, Gallery Officer

Contact:

Rockhampton Art Gallery
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Rockhampton QLD 4700
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