

**WE NEED  
YOUR HELP!**

**Collection  
Volunteer**



# Volunteer Job Description

**Program:** Collection

**Position Title:** Collection 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 Collection Volunteer you will:

- Research background information about Rockhampton Art Gallery's collection
- Contribute to the updating and maintenance of the Gallery's electronic database
- Gather information through library research, internet searches or visits to art collections both public and private
- Undertake research to contribute to the significance of the collection
- Undertake and digitise condition reports of artwork in the collection

**Scheduling:**

- Research projects on Rockhampton Art Gallery's collection are available throughout the year
- Availability of research projects depends on the collection program
- Projects as directed by the curatorial and collections team and completed within the specified time frame

**Required Skills/Experience:**

- Well organised, committed, reliable and ability to use initiative
- Good verbal communication skills
- May have a special interest in art history or culture or have completed studies in art, history or culture
- Able to work unsupervised
- Enjoys researching
- Ability to ask questions and follow instructions
- Able to work unsupervised 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

## Volunteer Job Description

- 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  
62 Victoria Parade  
Rockhampton QLD 4700  
Phone: 074936 8248  
Email: [gallery@rrc.qld.gov.au](mailto:gallery@rrc.qld.gov.au)