

# Volunteer Position Statement

<b>POSITION TITLE</b>	Arts, Culture and Tourism Volunteer (Rathmines Theatre)
<b>REPORTS TO</b>	Heritage and Museum Lead
<b>CLUSTER</b>	Service Delivery
<b>DEPARTMENT</b>	Arts, Culture and Tourism (ACT)
<b>TEAM</b>	Heritage and Museum Unit
<b>EFFECTIVE DATE</b>	To be confirmed with volunteer

## ROLE PURPOSE

Assist with the operations of the Rathmines Heritage Centre (RHC) exhibition space within Rathmines Theatre and other activities on site.

## CORE TASKS

- Open and close Rathmines Theatre and RHC
  - Run the RHC solo
  - Welcome visitors to theatre and exhibition space
  - Give acknowledgement of country as appropriate
  - Support visitor engagement with the exhibition and children's activities in RHC
  - Promote the region by suggesting other nearby attractions to visitors as appropriate
  - Lead tours of the exhibition and theatre as required
  - Assist with events and any school visits held at Rathmines Theatre
  - Basic cleaning and exhibition maintenance. Operate AV in the space.
- about 4 hours per shift between 10am-2pm Saturday or Sunday
  - frequency of shifts to be confirmed with individual volunteers
  - location at Rathmines Theatre, Rathmines
  - will require use of computers and basic level of fitness

## CRITERIA

- Willingness to learn, take direction and work as a part of a team
- Good communication skills
- Ability to use a computer
- Working with Children Check
- Basic level of fitness
- Interest in museums and/or local history

## REQUIRED TRAINING

- Council Induction
- In-house training

## CONDITIONS OF SERVICE

The incumbent is required to comply with Council's Code of Conduct, policies and procedures, and other conditions of service outlined during training and induction.

<b>VOLUNTEER NAME</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	