

# Volunteer Position Statement

<b>POSITION TITLE</b>	<b>Arts, Culture and Tourism Volunteer (MAC – Museum of Art and Culture)</b>
<b>REPORTS TO</b>	Curator – Museum of Art and Culture, yapang
<b>CLUSTER</b>	Service Delivery
<b>DEPARTMENT</b>	Arts, Culture and Tourism (ACT)
<b>TEAM</b>	Cultural Experiences
<b>EFFECTIVE DATE</b>	To be confirmed with volunteer

## ROLE PURPOSE

Support the administration and day to day front of house operations of MAC – the Museum of Art and Culture yapang.

## CORE TASKS

- Welcoming visitors to the museum
- Assist with supervising the space and assist with visitor enquiries
- Assist with the facilitation of children’s activities and programs within the space
- Assist with install and de-install of exhibitions
- Share information about selected collections and objects/artists in the exhibition with visitors
- Assist in compiling statistics and for the museum
- Assist with basic collection registration tasks
- Assist with MAC functions, such as exhibition openings, previews and special events
- Some light cleaning duties may be required

## OPTIONAL TASKS

- Lead and facilitate guided tours of the gallery
- Research collection items
- Gardening in the Sculpture Park
- Additional tasks can be negotiated based on skills and experience

## This position:

- Will typically involve 3 hour shifts between, 9:30 – 12:30 or 12 pm – 3 pm, Tuesday– Sunday
- Hours can be negotiated to work around your schedule
- Some afterhours may be required for MAC events
- volunteers can elect to be trained as a tour guide within our facilities
- located at the MAC – Museum of Art and Culture, 1A First Street, Booragul

## CRITERIA

- Willingness to learn, take direction and work as a part of a team
- Good communication skills

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- Able to work unsupervised
- Basic level of fitness
- Working with Children Check
- Interest in art, cultural activities and engaging with the Lake Mac community

## REQUIRED TRAINING

- Council Induction
- Site specific induction

## 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>	