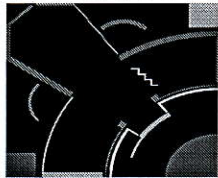


WOLLONGONG



CITY GALLERY

WOLLONGONG CITY GALLERY

Volunteer Application Form

Surname: _____ Given Names: _____

Address: _____

Telephone: _____ Mobile: _____ Email: _____

Age Group (please circle): Up to 18; 19-25; 26-35; 36-50; 51-56; 57-65; 66+

Emergency contact: _____ Telephone: _____ Relationship _____

1. Are you currently (please circle):

- Student
- home duties
- retired
- employed
- unemployed;
- other (please state): _____

2. How did you hear of the Gallery's Volunteer Program please circle:

- Letter
- word of mouth
- other (please state): _____

3. List your interests and hobbies: _____

4. What would you like to offer the Gallery in terms of your areas of interest, knowledge, skills, qualifications expertise? _____

5. Do you have art training or practical experience? _____

Computer / administrative skills? _____

Museum/Gallery experience in handling artworks? _____

Teaching experience? _____

Languages? _____

(None of these are necessary)

6. How would you like your experience at the Gallery to serve or benefit you? _____

7. Which areas of voluntary work interest you? (please circle):

- Reception/ Customer service/ Clerical
- Gallery Guides
- Education
- workshop/ maintenance
- curatorial/ exhibitions
- curatorial / administrative

8. The Gallery's opening hours are:

- **Tuesday to Friday, 10 am to 5.00 pm**
- **Weekends 12.00 to 4.00 pm.**

Please indicate the day(s) and time(s) you are available.

Roster for reception desk is **10.00 am – 1.30 pm; 1.30 – 5.00 pm** and weekends **12.00 – 4.00 pm.**

9. Have you any disabilities which may affect your work as a volunteer? (if so, please give details) _____

10. OH&S

- All volunteers have a responsibility under OHS&IM legislation to ensure cooperation with regard to the Occupational Health, Safety and Injury Management Program. These responsibilities include:
- Responsible for considering the health and safety of themselves, fellow workers, contractors, members of the public and visitors.
- Complying with all safety procedures, rules and standards, as well as any reasonable request relating to safety.
- Wearing all personal protective equipment where supplied for their protection.
- Reporting all incidents/accidents, unsafe acts or conditions, injuries and near misses.
- Cooperating and taking an active role by participating in the Occupational Health, Safety and Injury Management program.
- Actively participating in training where provided.

Signature of Applicant: _____

Date of Application: _____

OFFICE USE ONLY

Date application received: _____

Contact date: _____

Contact notes: _____

Note: Please detach this page from the application and keep for your information

Wollongong City Gallery Volunteer Staff

Volunteers play an essential role in the day to day function of the Gallery. Within Wollongong City Gallery there are three different types of volunteer who provide support to staff. They are:

- Front desk/administrative
- Guides
- Curatorial

Front desk/administrative volunteer:

These volunteers attend the desk at reception, the top desk on the second floor (near Dickson gallery) or any of the other exhibition areas within the Gallery.

While at the front desk the main responsibilities of the volunteer is to welcome visitors, offer them an exhibition program and any information on current exhibitions available. Count their attendance by clicking them in when school groups or other groups visit, make a note of who they are and how many is in the group. This is done on the front desk computer. Go to file and open spread sheet document attendance figures.

Present an alert presence and discourage interference with works on display. Children should be supervised at all times.

Advise visitors of gallery rules (in a pleasant and helpful manner).

Enquiries:

Visitors ask questions about the Gallery, upcoming exhibitions and work in the collection.

Telephone inquiries:

An equal number of inquiries are received over the telephone with people wishing to know opening hours, current exhibition information etc.

Newspapers:

One of the daily tasks is to check through newspapers for articles related to the Gallery. Ie: exhibition reviews, functions, activities, advertisements for the Gallery.

Mail outs:

A regular task is assisting with the Gallery's mail outs. Mail outs occur at regular intervals for invitations sent out for exhibition openings and other special events.

Memberships:

When working at the front desk, people may wish to make membership applications or renewals of membership for the Friends of the Gallery Society.

Bookings:

Take Guide tour bookings for schools or groups.

Volunteer Gallery Guides

These volunteers work most closely with the Education aspect of the Gallery and their main role is to providing interesting and informed tours of the Gallery's permanent and temporary exhibitions.

Supervision:

Guides receive specialised training focused on handling and speaking to groups of people (children to adult)

Touring:

Guides employ a number of techniques in taking groups around the gallery including the "*learning to look program*" for children.

Training :

Guides participate in an ongoing training program through walk throughs of all new shows, reading information sheets on exhibitions, attending artist talks, visiting artist studios and other galleries, as well attending special guide training sessions.

Meetings:

Guides attend a meeting at the Gallery every four weeks, which keeps them informed on a number of issues and matters relevant to their work.

Education Programs

Guides may also help during school holiday workshops by either running or assisting with different activities as well helping to cleanup.

Curatorial Administrative Volunteers

These volunteers work most closely with the curatorial staff. As support for these staff their duties may include:

Data entry :

Computer entry of information for wall text and labels, catalogues, artist statements/information other general data.

Research:

Using the Gallery library and resources as well as Wollongong City Library to develop reference data and files for artists and exhibitions.

Collection:

Volunteers may work on solo or team projects related to the collection. This may include working on ongoing cataloguing and/or storage tasks or on other specially designed projects that deal with some aspect of the collection.

Exhibitions:

Curatorial volunteers may assist in the hanging and displaying of artworks for exhibitions.

Volunteers who work in this area are trained on various ways to handle, display and store artworks.

Keeping up-to-date with the reading of current exhibition catalogues, art magazines, flyers etc. is also encouraged for our volunteers.

OH&S

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Responsible for considering the health and safety of themselves, fellow workers, contractors, members of the public and visitors.

Complying with all safety procedures, rules and standards, as well as any reasonable request relating to safety.

Wearing all personal protective equipment where supplied for their protection.

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