



Position Title: Volunteer Engagement Officer

Position Status: Permanent Part Time Position

Pay: \$30 per hour + Superannuation
6-hour week – Mostly Saturdays
+
2.5-hours worked at exhibition openings (approximately once every 6 weeks)

Location: East Gippsland Art Gallery
2 Nicholson St, Bairnsdale

Enquiries: Crystal Stubbs – Director
(03) 5153 1988 | director@eastgippslandartgallery.org.au

‘Through dynamic Gallery programming, we will foster a community where the arts and the appreciation of the arts flourish, where more people, and a greater diversity of people, are engaged with their public Art Gallery and where the arts are recognised as critical for the region’s prosperity and wellbeing.’

TYPICAL ACTIVITIES IN THE ROLE INCLUDE

- Managing volunteer rosters, e.g., Saturday sitters, food, and drink attendants for openings.
- Maintaining a register of volunteer training, e.g., responsible serving of alcohol, working with children check.
- Welcoming and supporting new volunteers and teaching them the Gallery volunteer processes.
- Act as the “go to” person for volunteers should they have a concern or problem.
- Work with the Gallery Director and staff to develop or review volunteer support resources e.g., volunteer handbook, role descriptions.
- Actively recognise volunteers generally and individually through organisation communication.
- Organise twice yearly volunteer induction sessions and social events.

PERSONAL ATTRIBUTES REQUIRED TO DO THIS JOB EFFECTIVELY

You are a person who:

- has a positive mindset.
- can develop good relationships.
- is passionate about engaging with the broader community and the gallery’s vision.
- has good communication ability with others.

THE POSITION HOLDER IS EXPECTED TO HAVE THE FOLLOWING SKILLS

- General working knowledge of office and administrative procedures.
- Computer operation skills enabling creation and distribution of information by electronic means.



- Proven writing ability.
- Motivation to work unsupervised.
- Teamworking Skills, Organisational Skills, Interpersonal Skills.
- Able to act as directed.

THE POSITION HOLDER IS EXPECTED TO

- Follow safe work practices, procedures, instructions, and rules.
- Participate in ongoing training as required.
- Undergo a Police Check.
- Prepare a brief annual report (two paragraphs) for the EGAG AGM

ORGANISATIONAL RELATIONSHIP

The Volunteer Engagement Officer reports to the Director

Internal Liaisons:

- Administration and Creative Directions Coordinator
- Arts Communications Officer
- Arts Learning Coordinator
- Gallery Volunteers
- Gallery Members

External Liaisons:

- Gallery visitors
- Artists / craftspeople
- Other Galleries and Volunteer Organisations

APPLICATIONS

1. Please include the following information:

- Personal details (telephone number, postal address etc.).
- Cover letter.
- Employment and/or volunteer history including full details of prior experience.
- Knowledge/understanding, abilities, and skills relevant to the position.
- Details of referees who may be contacted if needed.

3. Applications to be addressed to:

Attention:

Crystal Stubbs
East Gippsland Art Gallery
2 Nicholson Street
Bairnsdale VIC 3875

or

director@eastgippslandartgallery.org.au