

Volunteer Position Statement



POSITION TITLE	Arts, Culture and Tourism Volunteer (SEEN@Swansea)
REPORTS TO	Community Museum Officer
CLUSTER	Service Delivery
DEPARTMENT	Arts, Culture and Tourism (ACT)
TEAM	Lifelong Learning and Audience Engagement
EFFECTIVE DATE	To be confirmed with volunteer

ROLE PURPOSE

Support the day-to-day operations of the SEEN@Swansea exhibition space.

CORE TASKS

- Welcoming visitors to SEEN@Swansea
- 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 SEEN@Swansea

This position:

- will involve 2 hours a week or fortnight between 10am-2pm, Monday – Sunday
- located at the Swansea Centre, Swansea
- will require a basic level of fitness

CRITERIA

- Willingness to learn, take direction and work as a part of a team
- Good communication skills
- Able to work unsupervised
- Working with Children Check
- Interest in museums and/or local history

REQUIRED TRAINING

- Council Induction and on-site training in use of exhibition multimedia equipment

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.

VOLUNTEER NAME	
SIGNATURE	
DATE	