



Volunteer Position Statement

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

ROLE PURPOSE

Support Lake Mac's cultural venue, MAC – Museum of Art and Culture.

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 and taking surveys
- Assist with basic collection registration tasks

This position:

- will involve 3 hours weekly/fortnightly/monthly AM or PM shifts between, 9:30 am-12.30 pm or 12 pm-3 pm, Tuesday –Sunday
- Alternative hours may be required for opening events or public programming if desired.
- located at the MAC – Museum of Art and Culture , First Street Booragul
- 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
- Basic level of fitness
- Working with Children Check
- Interest in art and cultural activities

REQUIRED TRAINING

- Council Induction
- On-site training

CONDITIONS OF SERVICE

Position Statement



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	