

Volunteer Position Statement

POSITION TITLE	Arts, Culture and Tourism Volunteer (Cultural Collections)
REPORTS TO	Museum and Exhibition Office, Heritage and Museum Lead, Cultural Projects Curator
CLUSTER	Service Delivery
DEPARTMENT	Arts, Culture and Tourism (ACT)
TEAM	Community History
EFFECTIVE DATE	To be confirmed with volunteer

ROLE PURPOSE

Assist with the documentation, cleaning and cataloguing of cultural collections. Collections may include Lake Macquarie Cultural Collections held at MAC, Sugar Valley Library Museum, Speers Point Library, Swansea Library, LMCC Public Art collection displayed at locations around the lake or local historical society collections at external sites. Specific collection assignments will be discussed with applicant.

CORE TASKS

- Assist with the documentation and cataloguing of objects and photographs
- Use collection management database and Microsoft excel
- Assist with basic cleaning and care of objects
- Assist with collection research and photography

This position:

- will involve 2-3 hours a fortnight between 10am-3pm, Monday – Friday
- may be located at Sugar Valley Library Museum, Rathmines Theatre, SEEN @ Swansea or Swansea local studies office.

CRITERIA

- Willingness to learn, take direction and work as a part of a team
- Good communication skills
- Ability to use a computer
- Working with Children Check
- Basic level of fitness
- Interest in museums and/or local history

REQUIRED TRAINING

- Council Induction
- In-house training on documentation and use of collection database

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	

