



Volunteer Position Statement

POSITION TITLE	Arts, Culture and Tourism Volunteer (Multi-Arts Pavilion mima)
REPORTS TO	Curator – MAP mima
CLUSTER	Service Delivery
DEPARTMENT	Arts, Culture and Tourism (ACT)
TEAM	Cultural Experiences
EFFECTIVE DATE	To be confirmed with volunteer

ROLE PURPOSE

Support the administration and day to day front of house operations of MAP mima – the Multi-Arts Pavilion.

CORE TASKS

- Welcoming visitors to the Multi-Arts Pavilion mima
- Assist with supervising the space and assist with visitor enquiries
- Assist with the facilitation of activities and programs within the space
- Share information about the artists and their artworks in the exhibition with visitors
- Assist visitors with using virtual reality headsets and accessing augmented reality experiences along around the MAP mima building
- Assist in compiling statistics and conducting audience research
- Assist with MAP mima functions including furniture set up and pack down assistance, and engaging visitors in activities
- Some light cleaning duties may be required

OPTIONAL TASKS

- Lead and facilitate guided tours of the Multi-Arts Pavilion mima
- Use Resolume software to create and edit immersive video content
- Assisting at the bar if RSA is held
- Additional tasks can be negotiated based on skills and experience

This position:

- Regular shifts on Fridays from 11am to 2pm
- School Holidays shifts will typically involve 4 hours per shift: 10am-2pm Wednesday – Sunday during the school holidays
- Event shift times will vary with the majority occurring over 4 hours in the evening.
- Located at the Multi-Arts Pavilion mima, 96 Creek Reserve Road, Speers Point

CRITERIA

- Willingness to learn, take direction and work as a part of a team
- Good communication skills
- Interested in art and technology
- Able to work unsupervised

Position Statement



- Basic level of fitness
- Working with Children Check
- Interest in cultural activities and engaging with the Lake Mac community

REQUIRED TRAINING

- Council Induction
- Site specific induction

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	