

Volunteer Position Statement

POSITION TITLE	Arts, Culture and Tourism Volunteer (Rathmines Theatre)
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

Assist with the operations of the Rathmines Theatre exhibition space and other activities on site.

CORE TASKS

- Welcome visitors to theatre and exhibition space
- Lead tours of the exhibition and theatre (training will be provided)
- Assist with events and schools visits held at the theatre
- Support exhibition installations
- Assist with the document and catalogue objects and photographs
- Assist with basic cleaning and care of objects

This position:

- will involve 2-4 hours a week or fortnight between 10am-2pm, Saturday-Sunday and special events
- location at Rathmines Theatre, Rathmines
- will require use of computers and basic level of fitness

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

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	