

Volunteering

at Maitland Regional Art Gallery
(Maitland City Council) ABN 11 596 310 805

Information for Applicants

Thank you for your interest in our Volunteer Program. Our Team of Volunteers come from all walks of life, have diverse skills and talents and are motivated to give their time and energy for many reasons. What binds us together is our passion for art (in all its forms) and our commitment to the Art Gallery and the Maitland community.

MRAG's Mission

MRAG's mission is to deliver high quality, energetic and accessible art, cultural programming and enjoyment for the growing community of Maitland and its visitors. This mission aligns with MCC's vision to support a vibrant, healthy, equitable and informed community in the City of Maitland.

Volunteer Roles:

Whilst individual tasks are varied the MRAG volunteer team has two key teams:

Volunteer guides and visitor services

As the first point of contact for visitors you provide a welcoming and friendly environment whilst also sharing your knowledge about the Gallery, artists, events and exhibitions. As a guide you provide visitors – both adults and children – with an opportunity to become more intimate with the collection and exhibitions.

Task Force

Task Force volunteers provide invaluable support to the Art Gallery in many ways including research assistance, hospitality at events, mailouts, shop assistance and administrative duties (to name but a few).

Application Process

- Complete the Volunteer application form – include a copy of your current CV
- Complete the online 'Working with Children' form at www.newcheck.kids.nsw.gov.au/
- Return all paperwork to us by hand, post or email
Maitland Regional Art Gallery PO Box 220 Maitland NSW 2320, artgallery@maitland.nsw.gov.au

Ongoing Commitment

Commitment is a two-way street. To make your volunteering experience personally rewarding while at the same time enabling the Art Gallery to plan activities and rosters, we ask that you commit to a minimum of six months regular volunteering.

Position Description (General)

Maitland Regional Art Gallery Volunteer	
Member organisation:	Maitland Regional Art Gallery
Position title	Volunteer
Volunteer manager's name	Kate Bugeja, Arts Administrator
Volunteer manager's phone	02 4934 9773
Volunteer manager's email	kattieb@maitland.nsw.gov.au
Placement type	Ongoing
Commitment Required	Minimum three (3) to six (6) hours per month
Description	<p>Maitland Regional Art Gallery (MRAG) is a dynamic and innovative cultural precinct in the heart of the Hunter Valley featuring eleven individual exhibition spaces. We are seeking regular volunteers to support the Gallery's day to day operations. Tasks can be as varied as the exhibitions the gallery presents so come prepared for diversity! An ability to work in a team environment, a passion for learning and enthusiasm for customer service is essential.</p> <p>MRAG is looking for motivated, passionate people to volunteer with us. In your role as a volunteer you will be expected to:</p> <ul style="list-style-type: none"> - Be an active member of the Gallery team; maintain our high stand of quality customer service to our visitors ensuring they enjoy their experience at the Art Gallery - Be a source of information; keep informed on the events and exhibitions at the Art Gallery and share this information with visitors - Be an MRAG Ambassador; act as advocates both inside and outside the Gallery
Benefits:	Working in an enthusiastic team environment, get to know more about the region's history, meet new people as you greet and guide them through the gallery, meet artists and learn about visual culture.
Training:	Attend an initial induction and orientation session as well as training updates and sessions as requested.
Skills	<p>A successful applicant will possess the following qualities:</p> <ul style="list-style-type: none"> - High proficiency in the English Language - Basic computer skills are preferable but not required - Exceptional communication skills - A strong ability to multitask - Must be punctual - Willing to undertake a variety of tasks as needed - Must be able to work with minimal supervision, but also work comfortably as part of a team - Ability to commit to assigned shifts - Friendly and outgoing personality - Enthusiastic about arts and culture - High standard of personal presentation
Volunteer schedule	Volunteers are required to do a minimum of one shift a month, two shifts per month is preferable. Monday through to Sunday, morning and afternoon shifts (times are negotiable).
Start Date	Ongoing
End Date	Ongoing

Volunteer Application Form

Information provided in this form will be treated as confidential. It is deemed to be personal information and, therefore, is covered by privacy legislation. The information will not be used for any purpose other than its stated intent and will only be made available to relevant authorised officers within Council. Please return completed form to Maitland Regional Art Gallery PO Box 220 MAITLAND NSW 2320

Applicant details

Applicants Full Name:			
Postal Address:			
Town/City:		Postcode:	
Mobile:		Home phone:	
Date of Birth (for working with children check verification)			
Email:			

Volunteer work desired

1. MRAG aims to link volunteers with roles that match their interests and skill sets. Do you have any particular skills or areas of expertise that you would like to utilise whilst volunteering? For example customer service, report writing or gardening.

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The following are the main areas where volunteer assistance is currently required; please number in order of preference from 1 to 4.

Visitor Services & Gallery Guides		Special events	
Education and workshops		Gallery Shop	

Availability

Please circle days and times that you would generally be available.

Morning	Afternoon	Evening				
Weekly	Fortnightly	Monthly				
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

MRAG is unable to accommodate volunteer hours linked to a Centrelink commitment. Please indicate whether your interest in volunteering is linked to an outside organisation such as employment agencies or Centrelink?

Yes No

2. Why would you like to volunteer at Maitland Regional Art Gallery?

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3. Please provide details of any previous volunteer work.

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4. What computer skills do you have?

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5. Do you speak another language, other than English, that you would like us to be aware of?

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6. Do you have any disabilities or health problems that could affect your ability to perform certain tasks involved in volunteer work?

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7. Do you have a Responsible Service of Alcohol (RSA) Certificate (RSA)? Yes No

8. Do you have a Working with Children Check number:

Please supply two personal referees who can be contacted during business hours (9am-5pm)

Name: Phone:


Name: Phone:

Please supply details of an emergency contact

Name: Phone:

If you are volunteering to work with the elderly, people with disability, youth and/or children, you may be required to consent to Council undertaking a criminal record check. Are you willing to give permission to undertake the check?

Yes No

 Please attach a copy of your CV to this application

SIGNATURE: **DATE:**/...../.....

100 point check

When you attend for your interview please provide identification to the value of 100 points. The following lists set out the value of each document according to the 100 Point Check.

70 POINTS

Name of preferred applicant verified from one of the following

(more than one document from this list cannot be counted):

- Birth Certificate
- Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- Citizenship Certificate
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current within the preceding 2 years.
- Current passport from another country or diplomatic documents.

For a preferred applicant under 18 years, one document from the above list, or the following, is sufficient:

- Identity of the applicant verified by an educational institution, either on a student card or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the applicant currently attends the institution.

40 POINTS

Name and photograph/signature of preferred applicant verified from one of the following

(more than one document can be counted):

- Current driver photo license issued by an Australian state or territory
- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution.

35 POINTS

Name and address of preferred applicant verified from any of the following

(more than one document can be counted):

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- Council rates notice
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia.

25 POINTS

Name of preferred applicant verified from any of the following

(more than one document can be counted):

- Current credit card or account card from a bank, building society or credit union
- Local council rates notices
- Current telephone, water, gas or electricity bill
- Foreign driver's license
- Medicare Card
- Electoral roll compiled by the Australian Electoral Commission
- Lease/rent agreement
- Current rent receipt from a licensed real estate agent
- Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
- Records of a professional or trade association of which the applicant is a member.