

# VOLUNTEERING

## MAITLAND REGIONAL ART GALLERY

(Maitland City Council) ABN 11 596 310 805

### INFORMATION FOR APPLICANTS

Thank you for your interest in volunteering at Maitland Regional Art Gallery (MRAG). Our volunteers come from all walks of life, have diverse skills and are motivated to give their time and energy for many reasons. What binds us is our passion for art, and commitment to the Gallery and the Maitland community.

### OUR MISSION

MRAG's mission is to deliver high quality, energetic and accessible art and cultural for the growing community of Maitland and its visitors. This mission aligns with Maitland City Council'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:

#### VISITOR SERVICES & GALLERY GUIDES

Volunteers working in Visitor Services are a friendly face for the Gallery. They monitor artworks, share their knowledge about the Gallery, art and artists and create a welcoming environment for our visitors.

#### TASK FORCE

Task Force volunteers provide invaluable support to the Gallery in many ways including hospitality at events, mailouts, shop assistance, administrative duties and research assistance.

### 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/](http://www.newcheck.kids.nsw.gov.au/)
- Return all paperwork to us by hand, post or email

VISIT US: Maitland Regional Art Gallery, 230 High Street Maitland

MAIL: PO Box 220 Maitland NSW 2320

EMAIL: [artgallery@maitland.nsw.gov.au](mailto:artgallery@maitland.nsw.gov.au)

### ONGOING COMMITMENT

We ask that you commit to a minimum of six months regular volunteering.

#### GALLERY & SHOP

Tuesday — Sunday  
10.00am — 5.00pm

230 High Street, Maitland, NSW 2320  
PO Box 220, Maitland, NSW 2320

02 4934 9859  
[artgallery@maitland.nsw.gov.au](mailto:artgallery@maitland.nsw.gov.au)

**POSITION DESCRIPTION (GENERAL)**

<b>MAITLAND REGIONAL ART GALLERY VOLUNTEER</b>	
<b>ORGANISATION</b>	Maitland Regional Art Gallery
<b>POSITION TITLE</b>	Volunteer
<b>VOLUNTEER CONTACT</b>	Maree Skene, Visitor Engagement Officer
<b>PHONE</b>	02 4934 9859
<b>EMAIL</b>	artgallery@maitland.nsw.gov.au
<b>PLACEMENT</b>	Ongoing
<b>COMMITMENT</b>	Minimum three (3) to six (6) hours per month
<b>DESCRIPTION</b>	<p>In your role as a volunteer you will be expected to:</p> <ul style="list-style-type: none"> <li>· Be an active member of the Gallery team; maintain our high stand of quality customer service to our visitors ensuring they enjoy their experience</li> <li>· Be a source of information; keep informed on the events and exhibitions at the Gallery and share this information with visitors</li> <li>· Be an MRAG Ambassador and act as advocates for the Gallery</li> </ul>
<b>BENEFITS</b>	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.
<b>TRAINING</b>	Attend an initial induction and orientation session as well as training updates and sessions as requested.
<b>SKILLS</b>	<p>A successful applicant will possess the following qualities:</p> <ul style="list-style-type: none"> <li>· Proficiency in the English Language</li> <li>· Basic computer skills are preferable but not required</li> <li>· Exceptional communication skills</li> <li>· A strong ability to multitask</li> <li>· Must be punctual</li> <li>· Willing to undertake a variety of tasks as needed</li> <li>· Must be able to work with minimal supervision and as part of a team</li> <li>· Ability to commit to assigned shifts</li> <li>· Friendly and outgoing personality</li> <li>· High standard of personal presentation</li> </ul>
<b>VOLUNTEER SCHEDULE</b>	Volunteers are expected to commit to a minimum of one shift a month as required.
<b>START DATE</b>	Ongoing
<b>END DATE</b>	Ongoing

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# VOLUNTEER APPLICATION FORM

Information provided in this form will be treated as confidential. It is deemed to be personal information and therefore 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.

MRAG is unable to accommodate volunteer hours linked to a Centrelink commitment.

Please return your completed form to Maitland Regional Art Gallery.

## 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

MRAG aims to link volunteers with roles that match their interests and skills. What are you hoping to contribute to while volunteering, or are there any particular skills or areas of expertise you would like to share?

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The following are the main areas where volunteers are required; number in order of preference from 1 to 4.

VISITOR SERVICES (INVIGILATION)		SPECIAL EVENTS	
EDUCATION AND WORKSHOPS		GUIDING	

## 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

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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 a language other than English?

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6. Is there anything that could affect your ability to perform certain tasks?

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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 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...../...../.....

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# 100 POINT CHECK

When you attend 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 was current within the preceding 2 years
- Current passport from another country

## 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 licence 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):

- Council rates notice
- Document from current employer or previous employer within the last two years
- Land Titles Office record

## 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 licence
- Medicare Card
- Electoral roll compiled by the Australian Electoral Commission
- 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

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