

## EVENTS

Assist the Gallery and Museum staff with official openings / launches of new exhibitions. This may include setting up for the ceremony, serving food and beverages at the after function, clean up from the ceremony and after function, and any additional preparation work as required. This role may also be required to assist with classes and/or workshops.

*Please note: events are primarily out of business hours.*

## EXHIBITIONS

Assist with installation and deinstallation of exhibitions throughout the Gallery and Museum and across various Council properties. Activities may include handling and moving artwork, hanging artwork, moving plinths / stands, packing and unpacking artwork.

## RESEARCH AND ADMINISTRATION

Assist the Gallery and Museum staff with research on a variety of topics such as, but not limited to, community collection items, social history, exhibition subjects, requests for information from the public / Council. This position could also be called upon to provide administration assistance to staff.

## VISITOR EXPERIENCE

Assist at the front desk reception to welcome and inform visitors of the current exhibitions, workshops, classes and activities; answer customer queries, take bookings for workshops and/or classes; and, if required, provide administration assistance to Gallery and Museum staff.

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# Gladstone Regional Art Gallery & Museum is a Community Cultural Initiative of the Gladstone Regional Council



### Opening Hours:

Monday—Friday 10.00am—4.30pm  
Saturday 10.00am—2.00pm

### Address:

Cnr Goondoon & Bramston Streets  
Gladstone QLD 4680

**Phone:** 07 4976 6766

**Email:** [gragm@gladstone.qld.gov.au](mailto:gragm@gladstone.qld.gov.au)

# Interested in Volunteering?

Volunteering at the Gladstone Regional Art Gallery & Museum is an excellent way of discovering more about the arts and local history, gaining work experience, making new friends and supporting your local art and culture institution.

One of the reasons the Gallery & Museum is so successful is thanks to the dedication and support of the many volunteers who generously donate their time and efforts to ensuring that everything runs smoothly.

If you are interested in joining a fun team of like-minded individuals and giving back to the community, complete the application form overleaf and hand in at our front reception or email to [gragm@gladstone.qld.gov.au](mailto:gragm@gladstone.qld.gov.au).

# GRAGM VOLUNTEER APPLICATION FORM

Family Name

Given Name

Address

Contact Phone

Email

Date of Birth

Volunteer Roles

Events    Exhibitions    Research & Administration    Visitor Experience

Days of the Week Available

*Please circle preferred options*

*Preferred Days*   Monday   Tuesday   Wednesday   Thursday   Friday   Saturday

*Preferred Shift*   Morning   Afternoon

Do you have a current Working with Children Blue Card? If yes, provide details below:

Yes    No

If yes: Card Number:

Expiry Date:

Referee Contacts

*Please tick type*

Volunteering

Employment

Character

Name

Email Address

Daytime Phone

*Please tick type*

Volunteering

Employment

Character

Name

Address

Daytime Phone

Have you previously undertaken volunteer work? (if yes, provide details below)

Yes

No

What skills, experience and/or qualifications do you bring to volunteering?

Signature

Date

Parent/Guardian Approval (if volunteer is under the age of 18 at time of application)

I, parent/guardian of the applicant declare that the above information is correct in all respects at the time of lodgement and I give my permission for the applicant to be engaged in Council's volunteer program.

Parent/Guardian

Name and Signature

Date