



MANNINGHAM  
Gallery

## Volunteer Position Description

### Contact

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### General Description

Manningham Gallery is Manningham City's major contemporary arts venue, exhibiting a range of local, national and international art, by both community and commercial artists. The Gallery program features a range of media including painting, drawing, sculpture, print, multimedia, wearable art, textiles, photography and ceramics.

Volunteers at the Gallery help us to create a vibrant and connected arts community in Manningham. We encourage volunteers to share their special skills, foster new interests and abilities, and support art appreciation within the community.



## **General Duties**

- Front of house/reception
- Monitoring the Gallery space
- Recording visitor attendance
- Providing visitors with information about the Gallery, exhibition program and upcoming events
- Answering the phone and transferring calls
- Assist in Gallery mail outs
- Sort in coming arts -related promotions and exhibition invitations
- Cash register – catalogue and art works sales
- Attend regular Volunteer Meetings and artist floor talks

## **Opening Night Functions**

- Food and beverages serving
- Welcoming guests
- Reception Desk
- Cleaning up
- Distributing catalogues

## **Further Opportunities for Skilled Volunteers**

### Archiving Manningham Gallery collection

- Digital images of each work
- Catalogue/database
- Research display, conservation and storage needs for ceramics
- Research into artists who have work in the collection

### Artist Register

- Ceramics and Textile Artists register, with photos and biographies
- Update and expand local artists register with photos and biographies

### Installation

- Assist with installation day per month (Monday and/or Tuesday)
- Produce exhibition labels (training provided)

### Research assistance

- Benchmarking Acquisitive Prizes
- Funding/sponsorship opportunities for upcoming exhibitions
- Research display, conservation and storage needs for ceramics

### Media/events

- Revise media listing
- Assist development/delivery of public program

### Administration

- Update attendance database

- Update mailing list database
- Assist with mailouts

#### Promotional activities

- Promotional activities such as distribution of arts centre programs and gallery exhibitions to the local area
- Assisting in promoting the cultural program by participating in stalls at local festivals

### **Volunteer Hours**

Volunteer hours are negotiable depending on the availability of volunteers and supervising staff in the Gallery and office, and on the type of work the volunteer is undertaking. The Gallery is open Tuesday – Friday, 11am – 5pm, and Saturday 2 – 5pm. On going regular shifts are preferred. Each shift is either 11am – 2pm or 2 – 5pm.

### **Volunteer Benefits**

- Invitation to Gallery openings
- Introduction to each exhibition by a Gallery staff member
- Factsheet provided for each exhibition
- Develop and foster an interest in the arts
- End of year Volunteer party
- Skills development and on-the-job training
- Reference