



EXPRESS *yourself*

VolunteerPositionDescription

Contact

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GeneralDescription

ManninghamArtsCentre (MAC) is a community arts facility run by ManninghamCityCouncil. We provide a range of affordable arts courses to children and adults across the visual and performing arts.

Volunteers at MAC help 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 artistic expression within the community.



GeneralDuties

- Room setup: tables, easels
- Answering and transferring phone calls
- Greeting visitors and taking queries for staff member to address

- Taking payment for course enrolments (after enrolment has been completed by a staff member)
- Updating material and mailing lists
- Assisting with mail outs and databases
- Tidiness of Centre: display boards, pamphlets up to date, kitchen
- Other duties according to volunteer's special skills

Further Opportunities

- Taking part in offsite Arts Centre promotional activities at community festivals, stalls, and open days
- Assisting tutors during classtime (particularly for emerging artists and teacher to gain experience)
- Assisting tutors in Holiday Programs
- Liaising with tutors and selecting work from arts centre courses
- Rotating and installing this art into various display cabinets and onto the walls

Volunteer Benefits

- Invitation to Gallery openings
- Develop and foster skills in the arts
- Develop and foster an interest in the community
- End of year Volunteer party
- Access to informal training opportunities
- Reference
- Discounted arts courses at MAC