

VOLUNTEER PROGRAM

Members of the public can become an important part of Linden New Art and can contribute to the Melbourne arts community by joining one of Linden's volunteer programs. Volunteers provide valuable support to gallery staff and exhibiting artists, and enhance the visitor experience.

Linden offers volunteers opportunities to gain experience in the fields of gallery administration, public programs, events, and exhibition openings. As a significant aspect of Linden's public face, we gladly acknowledge the contribution of our volunteers with special events and exhibition previews.

Linden has three volunteer programs:

1. **REGULAR VOLUNTEERS** > who can devote one shift per week to assist staff with various tasks. We require assistance on Tuesdays 10AM to 1PM, Wednesdays 6PM to 8PM, Saturdays 1PM to 4PM and Sundays 1PM to 4PM.
2. **CASUAL EVENT VOLUNTEERS** > who can assist us with exhibition openings, public programs and other events. We hold approximately 6 public programs or other events per exhibition.
3. **CASUAL MAIL OUT AND DISTRIBUTION VOLUNTEERS** > who can assist us with spreading the good word. We require this assistance once a month.

In turn, volunteers gain a broad understanding of gallery operations, learn valuable new skills, share their knowledge and experience, and develop new networks.

We also provide dedicated internship programs which run for three-month periods on a one-day-per-week or full-time basis. Our internship program is project-based. Preference is given to postgraduate students and those that have completed undergraduate qualifications in visual arts, or arts administration.

> VOLUNTEER DUTIES

CUSTOMER SERVICE

- > Greet visitors at our exhibition openings and other events in a friendly and welcoming way
- > Provide visitors with information about Linden, its exhibitions, and forthcoming events
- > Assist with enquiries.

ADMINISTRATION

- > Assisting with mail outs
- > Assisting with the distribution of Linden's marketing material – to local cafés and businesses
- > Assisting with administrative tasks as required, such as photocopying and filing.

As a volunteer, you may be asked if you would like to assist in other areas including:

EVENTS

- > Setting up – including putting out chairs and tables if required

- > Food & beverage service – an RSA certificate will be required
- > Welcoming guests
- > Reception duties
- > Retail sales
- > Gallery security
- > Packing up
- > Assisting with children's programs and other public programs.

SKILLS AND ABILITIES REQUIRED

- > Well-developed communication and interpersonal skills
- > Appreciation for, and interest in contemporary art
- > Good telephone manner
- > Ability to work effectively in a team environment
- > Basic computer skills.

PERSONAL ATTRIBUTES REQUIRED

- > Enthusiasm
- > Willingness to undergo training and learn new skills
- > Ability to follow direction from staff and work according to the values of Linden New Art.

VOLUNTEER BENEFITS

- > Invitations to all exhibition openings
- > Reduced rate on Linden paid public programs and events
- > Introduction to each exhibition by gallery staff
- > Learn about the artists and exhibitions on display to further an interest in contemporary art
- > Networking opportunities
- > Skills development.

OTHER RELEVANT INFORMATION

- > All volunteers must pass a Police Check
- > Training is provided to all volunteers via induction, on the job, and in ongoing information sessions
- > All queries and problems regarding volunteering, the organisation, or personal matters should be directed to the Volunteer Coordinator
- > The gallery director is to be informed of any unresolved issues.

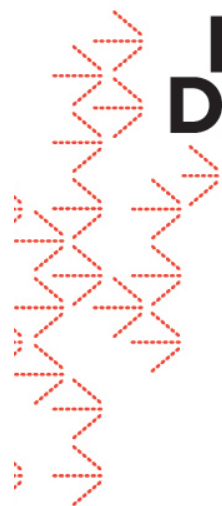
Enquiries:

Tom Pender

Gallery Administrator

T: 9534 0099

E: gallery@lindenarts.org



VOLUNTEER REGISTRATION FORM

Personal details			
Name			
Address			
Telephone	H		M
Email			
Skills, qualifications & experiences			
Please list any skills, qualifications or experiences you feel are relevant:			
General availability			
Please tick the times you are available to volunteer			
Tuesday	<input type="checkbox"/>	10am-1pm	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	6pm-8pm	<input type="checkbox"/>
Thursday	<input type="checkbox"/>		<input type="checkbox"/>
Friday	<input type="checkbox"/>		<input type="checkbox"/>
Saturday	<input type="checkbox"/>	1pm-4pm	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	1pm-4pm	<input type="checkbox"/>
Please indicate how often you will be available to work a shift? Please tick			
<input type="checkbox"/>	Weekly		<input type="checkbox"/>
<input type="checkbox"/>	Fortnightly		<input type="checkbox"/>
<input type="checkbox"/>	I'd like to assist with distributing material to local businesses, libraries in the City of Port Phillip on a monthly basis		

Are you interested in assisting with special events? Please tick			
		Yes	
		No	
Do you have any of the following certificates/checks? Please tick			
First Aid Certificate			
Responsible Service of Alcohol Certificate			
Working with Children Check			
Emergency contact detail In the event of an emergency gallery staff will make contact with one of the contacts to explain the situation.			
Name			
Address			
Telephone	H		M
Email			
Relationship to you			
Emergency contact details 2			
Name			
Address			
Telephone	H		M
Email			
Relationship to you			

MEDICAL CONDITIONS

Please list any medical conditions

Medication

(This information is provided only in a medical emergency)

Doctor

Name

Medical
Centre

Telephone