**Studio Dax Program**



Volunteer Position Description

**Reports to**: Gallery Manager

**About this Position Description**

This position description is intended to provide an overall view of the role and may change from time to time.

Please read about the Studio Dax Program at

[www.daxcentre.org/studio-dax](http://www.daxcentre.org/studio-dax)

**Primary focus of the position**

To assist the Studio Dax Program Staff Artists and participating artists in the Studio Dax Program.

* Assist around the studio including helping to maintain a clean, tidy and safe creative studio space
* Help participants and Staff Artists find, use and put away art materials and equipment
* Help create a friendly, welcoming, inclusive and supportive studio environment
* Support Staff Artists in art-making demonstrations if needed
* Support participants working on their creative projects
* Answer general questions from participants and seek input from Staff Artists or Dax Team as required
* Ensure participants comply with covid-safe venue requirements such as QR code check in on arrival
* Helping participants with directions when needed
* Help ensure the safety and security of participants and artworks
* Be reliable and consistent in your approach to tasks

Optional:

* Assist with Dax Centre events during and outside normal business hours such as Gallery Openings and Public Programs

**Key selection criteria**

To achieve the purpose of the position, the following attributes are required:

* Background in Visual Arts and/or demonstrated experience with art-making
* An understanding and awareness of mental health and mental illness and/or experience in the mental health sector
* Demonstrated well developed interpersonal and communication skills
* Ability to work with minimum supervision and in a team environment
* The capacity to commit to one or more shifts per week for a term (shifts are 11.00am – 5.00pm with a break)
* Experience in museum/gallery/retail or customer service environment
* Basic computer skills
* An appreciation of cultural diversity and an ability to work with people from diverse backgrounds
* A demonstrated interest in social issues in Australia or internationally

**Background checks/requirements**

Should you be interested in this role, we will need to collect the following information prior to you commencing in the role;

* Completed EOI form (below)
* Working with Children Check (*this can be obtained for free by volunteers. List The Dax Centre as the organisation at this website:*

[*https://www.workingwithchildren.vic.gov.au/*](https://www.workingwithchildren.vic.gov.au/)

* Proof of vaccination status as required by the Victorian Government
* A National Police Check certificate

*The Dax Centre is an Equal Opportunity Employer. Applicants from diverse backgrounds are encouraged to apply. All applicants will be considered for appointment without regard to race, religion, gender, sexual orientation, age or disability.*

**Volunteer Expression of Interest Form** – Studio Dax Program

**Date:**

**Full name:**

**Address:**

**Telephone number:**

**Email Address:**

**Educational background:**

**Work experience (professional and/or voluntary):**

**Why would you like to be a volunteer at The Dax Centre:**

**Do you have a WWCC (Working With Children Check)?**

**If not are you prepared to obtain one?**

*This can be obtained for free by volunteers, list The Dax Centre as the organisation at this website:*[*https://www.workingwithchildren.vic.gov.au/*](https://www.workingwithchildren.vic.gov.au/)

**Do you have any specialised skills, areas of expertise or qualifications you believe could \ would like to contribute to your volunteer role at The Dax Centre?**

*Eg: painting, drawing, photography*

**Availability**

The Studio Dax Program runs Monday – Friday, 12pm – 4pm across 4 Terms, in line with the Victorian School terms.

For 2022 the Terms are:

**Term 1:**  Jan 30 - April 6

**Term 2:**  April 24 - June 23

**Term 3:**  July 10 - Sept 15

**Term 4:**  Oct 2 - Dec 20

**Studio Dax Timetable for 2022**

(please note we may change the mediums focused on each day slightly for 2023)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Workshop Theme** | **Time** | **Workshop Outline** |
| **Monday** | **Painting**  Exploring the possibilities of different media and different painting techniques | 12-4pm | **12-2pm:** **Workshop**  Guided group activity lead by Staff Artist and Artist Volunteers    **2-4pm:** **Studio work**  Work on Creative Goals supported by Staff Artist and Artist Volunteers |
| **Tuesday** | **Drawing**  Exploratory drawing using different materials | 12-4pm |
| **Wednesday** | **Print making**  Small scale printing techniques and how to incorporate these into your arts practice | 12-4pm |
| **Thursday** | **Soft sculpture**   Using tactile and non-traditional media to create small scale works | 12-4pm |
| **Friday** | **Mixed media**   Painting, drawing, collage, print making – explore different types and combinations of art-making | 12-4pm |

Studio Dax Program volunteers have the opportunity to build strong connections with both program artists and the art.

In support of this Studio Dax Program volunteers must be able to commit to **a minimum of one shift per week** for the duration of a Term.

Please indicate your availability below by writing YES next to your preferred shift/s

**Mondays**

11am – 5pm:

**Tuesdays**

11am – 5pm:

**Wednesdays**

11am – 5pm:

**Thursdays**

11am – 5pm:

**Fridays**

11am – 5pm:

**Key dates**

**Applications close**: Sunday 8th January 2023

**Responses from Dax Team**: by Friday 13th January 2023

**Induction for successful volunteers**:

We will contact you to arrange a 30minute induction during the week of:

* 16th of January 2023

Or

* 23rd of January 2023

**Thank you for your interest in volunteering at The Dax Centre!**

Please return this completed form to [info@daxcentre.org](mailto:info@daxcentre.org)

by midnight Sunday 8th of January 2023

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