



Visitor Services Volunteer

Position Description

Reports to: Collections and Curatorial Coordinator

About this Position Description

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

Primary focus of the position

To assist in the gallery's daily frontline operations including:

- Welcoming visitors to the gallery
- Answering phone calls and taking messages as required
- Maintain a tally of visitors
- Provide general information relating to The Dax Centre and exhibitions
- The safety and security of visitors and artworks

Optional:

- Assisting with the set up/pack up of events
- 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:

- Demonstrated well developed interpersonal and communication skills
- Ability to complete tasks with minimal supervision
- Ability to complete tasks as part of a small team
- Basic computer skills
- Interest and/or experience in the arts
- The capacity to provide an ongoing commitment of one or more shifts per week or fortnight.

Preferred

- Experience in museum/gallery/retail or customer service environment would be beneficial
- An understanding and awareness of mental health and mental illness and/or experience in the mental health sector

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:

- 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/>*)
- National Police Check certificate
- RSA (if serving alcohol)

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.

Availability

The Dax Centre's opening hours are:

Wednesday to Friday 11.00am to 3.30pm

The Visitor Services role is primarily required during the gallery open hours but can also assist with ad-hoc events such as Exhibition Opening Nights, Previews, Launches and other special events if interested.

Our shifts are split into the following hours:

11am – 1pm

1pm – 3.30pm

We ask our volunteers to commit to the duration of each session or program. Being a small organisation, we do ask for advanced notice of any changes to your availability so we can plan accordingly.

Please indicate your availability in your application, including whether you are interested in assisting with education programs and events.

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

Please return this completed form to info@daxcentre.org