

NOOSA REGIONAL GALLERY - VOLUNTEER PROGRAM

Information on Volunteer Roles

The Noosa Regional Gallery is one of the premier regional galleries on the Sunshine Coast and prides itself on the diversity of its exhibitions, events and education and public programs which engage the community and support artists and designers across the region. It is a business unit of the Noosa Council and is located in the Noosa Council administration building at 9 Pelican Street, Tewantin.

Volunteers assist gallery staff with the delivery of a diverse program of events and workshops and in the gallery shop. There is a supportive collegiate culture and friendships are formed amongst volunteers. Volunteers are highly valued by gallery staff as a number of programs and services could not be delivered without their assistance. Volunteering provides people with the chance to enhance and/or continue their skills development and work experience, interact with people of all ages and interests and enjoy some wonderful art.



Family Day Volunteer Role

Held on the second Sunday of each month throughout the year, the Noosa Regional Gallery hosts an all ages event: 'Family Day'. This free event provides visual arts activities that link to the gallery's exhibition program. Volunteers assist staff with the delivery of arts activities including set up and pack down.

This role would suit those with good communications skills with children and experience or a strong interest in arts & crafts as well as a creative outlook, flexibility and initiative. Blue Card required.

Hours: 10 am to 2.30 pm.

School Holiday Workshops Volunteer Role



During the school holidays the gallery runs art workshops for children aged 5 to 12 years. This role would suit those who have experience or an interest in assisting children with a variety of arts & crafts skills combined with a creative outlook, flexibility and initiative. There is a maximum of 15 students per age group which are 5 – 8 years and 9 – 12 years. Volunteers assist staff with the delivery of activities including set up and pack down. Blue Card required.

Hours: 9.30 am to 12 noon (5 - 8 year olds) and 12.30 pm – 3.30 pm (9 – 12 year olds).

After School Art Classes Volunteer

The gallery provides an eight week term of structured workshops on Thursday afternoons during school terms. There is a maximum enrolment of 15 children (7 - 12 years). This role would suit practicing artists who have experience in teaching children in classrooms or

workshops combined with good communication skills appropriate for working with children, a creative outlook, flexibility and initiative. Blue Card required.

Hours: 3.15 pm – 5 pm.

Gallery Shop/Reception Volunteer Role

The gallery shop/reception is open six days a week – Tuesday to Sunday. The shop/reception volunteer plays an important customer service role for the gallery.

Duties include:

- point of first contact for gallery visitors – greeting, making them welcome and assisting with their enquiries;
- providing information on exhibition and public programs;
- processing bookings for workshops;
- meet and greet/sign-in for workshops;
- answering the main gallery phone – dealing with enquiries, transferring calls, taking messages;
- assisting with the set up and pack down of catering (tea/coffee/biscuits) for functions such as artist talks; and
- retail sales – customer service, telling the story about the maker/work, passing feedback to gallery staff on how work is received, processing sales, and general housekeeping in the shop to maintain its look and feel.



This role would suit those with excellent customer service skills, a fine arts & crafts background, retailing experience, numeracy, flexibility, initiative and an interest in people. Training is provided: there are two shifts per day:

***Hours: Tuesday to Friday:
10 am – 1 pm and 1 pm – 4 pm***

***Hours: Saturday to Sunday:
10 am – 1 pm and 1 pm - 3 pm***

Guided Tours Volunteer Role

From time to time tour groups or school groups book a visit to the gallery and volunteer assistance is required to escort the group through the exhibition galleries. In addition regular tours around the gallery can be scheduled for casual visitors. This role would suit someone with good knowledge of contemporary art, guiding experience and public speaking skills. Blue Card required.

Blue Card System

In Queensland, volunteers working for an organisation that works with children and young people are required to register with the Queensland Government for clearance to undertake that work. A Blue Card is issued on successful application. The Noosa Regional Gallery will process Blue Card applications on behalf of volunteers and there will be no charge.

VEEPs – Volunteer Exhibition Education Program

All volunteers are invited to attend a VEEP meeting held at the start of each exhibition. They will be provided with an update on gallery matters and an overview of new exhibitions and programs. It is also an opportunity to catch up with fellow volunteers. Volunteers receive invitations to attend exhibition openings.