



NOOSA REGIONAL GALLERY Volunteer Position Descriptions

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, education and public programs, which engage the community and support artists and designers across the region. To maintain delivery of programs and services, Gallery staff enlists the help of volunteers to carry out a variety of roles under the Noosa Regional Gallery Volunteer Program.

Gallery Shop Volunteer

The Gallery Shop Volunteer fulfils an important role within the Gallery and makes it possible for Gallery staff to continue their daily business duties. Duties include providing information to visitors as the first point of call to the Gallery. Receptionist duties, answering the phone and transferring calls, taking messages and assisting with mail outs. Customer service in the Gallery shop, sales of products, processing sales and general housekeeping to maintain the look and feel of the Gallery whilst on duty.

ArtPlay Sunday Volunteer

On the second Sunday of each month throughout the year, the Noosa Regional Gallery hosts a free, all ages event called ArtPlay. This event is themed and provides free art and craft activities that link to the Gallery's exhibition program. Volunteers assist with setting up as well as helping children and families with art activities.

Children's Workshop Volunteer

During the School Holidays the Gallery runs art workshops for children aged 6 - 18years. Volunteers assist with the delivery of the art activities.

TRAINING

Volunteers working in gallery shop/reception will do up to four 'shadow' shifts working alongside a current volunteer.

A staff member will go through role responsibilities and processes with volunteers assisting with children's workshops and ArtPlay.

- Each position would be suitable for volunteers between the ages of 16 and 80.
- All positions are long term
- We are located riverside, 9 Pelican Street, Tewantin