

VOLUNTEER ROLE DESCRIPTION

VOLUNTEER ROLE TITLE	George Paton Gallery Volunteer Program
SUPERVISION /SUPPORT	Arts Program Coordinator

ROLE PURPOSE

We are currently seeking passionate and dedicated volunteers to join the George Paton Gallery Volunteer Program. You will assist with the day-to-day operations of the gallery, support exhibition planning and execution, and engage with visitors to enhance their experience. This is a unique opportunity to gain hands-on experience in a gallery environment within the University of Melbourne and contribute to the delivery of student exhibitions.

ABOUT THE GEORGE PATON GALLERY

The George Paton Gallery, part of the UMSU, has been a pivotal space in Melbourne’s contemporary art scene since the 1970s. Renowned for launching the careers of Australia’s finest artists and influential curators, the gallery has a rich history of fostering experimentation, new media, and innovative artistic practices. As Australia’s first avant-garde gallery with institutional support, it played a crucial role in the women’s art movement and supported a diverse range of exhibitions and events. The gallery continues to be a vibrant platform for contemporary art, engaging with the university and broader community.

UMSU VISION AND PURPOSE

Vision: To connect with every student, elevate their voices and provide them with an unforgettable university experience.

Purpose: We enhance student life at the University of Melbourne by elevating and representing student voices through purposeful engagement and advocacy and providing exceptional programs, services and opportunities that champion inclusivity and accessibility.

Values: Student Led & Focused; Effective & Engaged; Inclusive & Connected; Accountable, Transparent & Responsive.

ROLE OVERVIEW

Commitment	Volunteer shifts are 3 hours from 11-2pm or 2-5pm Monday-Friday or flexible event support depending on your availability.
Team	UMSU Arts Programs
Department	Arts and Culture

ROLE OVERVIEW	
Location	Building 159
Key responsibilities	<p>Exhibition & Gallery Support</p> <ul style="list-style-type: none"> • Front of house support, including opening and closing the space, maintaining cleanliness, and ensuring the safety of artworks. • Assist with the installation and deinstallation of exhibitions. • Provide administrative support, including data entry, correspondence, and record-keeping. • Engage with visitors, providing information about current exhibitions and the gallery's mission. • Support event planning and execution, such as openings, artist talks, and workshops. • Perform other tasks as needed to support the gallery's operations. <p>Workshop and Event Support</p> <ul style="list-style-type: none"> • Assisting with set up and pack down of Creative Workshops and Public Programs • Manual handling including setting up art supplies, chairs, tables, and decorations required for the event • Assisting with registration and check in process for attendees • Creating a clean, safe, and inviting environment for attendees <p>General Support</p> <ul style="list-style-type: none"> • Notify activity owner of any changes to availability to attend rostered shifts • Notify Arts Programs Coordinator of any changes to personal circumstances which will impact the ability to perform the role • Ensure the UMSU is a safe space for students experiencing emotional, personal or social issues to access the UMSU programs • Actively discourage discrimination, harassment and bullying of any kind, including homophobia, transphobia, racism, ableism, and sexual harassment • Refer students to UMSU services as needed

ROLE OVERVIEW	
Skills and attributes	<ul style="list-style-type: none"> • An interest in contemporary art. • Excellent communication and interpersonal skills. • Ability to work independently and as part of a team. • Reliable, punctual, and able to commit to a regular schedule. • Previous experience in a gallery or arts organisation is a plus, but not required. • Maintains an open approachable manner and treats others with respect, and compassion • Ability and willingness to learn and accurately follow all relevant processes and procedures
Application process and requirements	<ul style="list-style-type: none"> • Complete a volunteer application form • Sign UMSU Volunteer Agreement • Sign UMSU Child Safe Code of Conduct • Attend training and induction
Benefits	<ul style="list-style-type: none"> • Gain valuable experience in a dynamic, contemporary art environment within the University of Melbourne. • Opportunity to network with artists, curators, and other arts professionals. • Enhance your knowledge of contemporary art and exhibition practices. • Contribute to the cultural vibrancy of the university community. • Access training and development opportunities • Obtain Melbourne Plus certification