

<b>Position:</b>	Volunteer Programs/Education Assistant
<b>Reports to:</b>	Public Programs and Education Officer
<b>Hours:</b>	Ad hoc, as required
<b>Location:</b>	Manly Art Gallery & Museum (MAG&M)
<b>Updated:</b>	January 2023

### **MAG&M Overview**

The Manly Art Gallery and Museum (MAG&M), established in 1930 and the first metropolitan regional gallery in New South Wales, holds extensive collections of 19<sup>th</sup> to 21<sup>st</sup> century art and ceramics. MAG&M is owned and managed by Northern Beaches Council.

### **Role Purpose**

To assist MAG&M staff in the preparation and delivery of MAG&M public programs and education activities.

### **Requirements**

- Positive and proactive attitude, excellent people skills and a friendly, professional manner
- An ability to read situations and responses from the public
- Ability to interact with people from diverse backgrounds and ages and direct them, as required
- Willingness to take direction and instruction from staff
- Ability to lift and move furniture
- Commitment to Council's workplace values of Trust, Teamwork, Respect, Integrity, Service and Leadership

### **Desirable**

- Interest, education or experience in the arts and/or creative sector
- Ability to set up audio visual equipment
- Flexibility in availability on occasion
- Ability to speak another language

### **Tasks and Responsibilities**

- Greet visitors and make them feel welcome
- Assist in on-site participant registration
- Assist in the set up and pack up of spaces
- Prepare materials
- Assist with workshop delivery

### **Benefits:**

- Be part of a lively changing program of national exhibitions and activities
- Opportunity to engage with a broad audience
- Support the work of this important regional gallery
- Meet and work with other volunteers and MAG&M's professional staff
- Gain valuable work experience in the arts sector
- Learn more about visual art and arts and culture



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# Volunteer Position Description

## Volunteer Programs/Education Assistant

**What to Wear:**

Smart casual / business casual

**Contact:**

[volunteer@northernbeaches.nsw.gov.au](mailto:volunteer@northernbeaches.nsw.gov.au)

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