

VOLUNTEER POSITION DESCRIPTION

Walker Street Gallery Administration and Exhibition Assistant

Objective:

Enhance the operation of the Walker Street Gallery through the provision of administrative and exhibition assistance to staff at the gallery.

Tasks/Duties:

Assist with mail outs, general gallery administration (includes but not limited to gallery outreach, gallery program planning), and exhibition assistance.

Skills and other requirements:

- Excellent communication skills
- Well Groomed
- Punctual and Reliable
- Capacity to work as part of a team
- Ability to take directions from staff
- Police check at Council expense
- Maintain client confidentiality
- Adhere to the Occupational Health and Safety practices
- Appreciation of our diverse community
- Working with Children Check may be required

Time commitment:

As per project

Location of position:

Cnr Walker and Robinson Streets, Dandenong

Support/training:

Your first line of support will be Walker Street Gallery Curator and Venue Co-ordinator, followed by the Volunteer Co-ordinator.

In addition, volunteers are offered a minimum of four training sessions throughout the year to improve their skills in areas such as emergency first aid and manual handling.

Two formal volunteer recognition events will be held annually.

Contact Person:

Trish Roche, Co-ordinator, Volunteer Program on 8571 5335 or email
proche@cgd.vic.gov.au

GREATER DANDENONG AN ORGANISATION OF EXCEPTIONAL CHARACTER



- We **respect** and care about our community, each other and ourselves.
- We act with **integrity** at all times and in all matters.
- We take time to **listen** to and seek to understand the other point of view.
- We strive to understand and respect the **diversity** of our community and our workplace.
- We understand **our role** in the community and **respect** the responsibility that comes with it.



- We **listen** to our community and respond.
- We **work together** with our community and each other, to achieve the best outcome.
- We have the **confidence** to **challenge** the status quo, to reach for better outcomes.
- We are **action-oriented** in identifying and responding to new challenges.



- We are **proud** of our city, our community and our achievements.
- We spend our time and effort on **solutions** rather than looking for someone to blame.
- We take **responsibility** for our actions.



- We **care** about getting the best outcomes.
- We constantly ask: *What's the **future** and **what's possible**?*
- We have the **courage** to try new ideas.
- We strive for **excellence** in everything we do.



- We tell the **truth**, even when we know people may not want to hear it.
- We form our opinions and give advice from sound, **evidence based** research.
- We act with humility and apply the **highest standards** of ethical behavior to everything we do.

