

CULTURAL SERVICES AND ARTS VOLUNTEER

Portfolio, Branch	Community Choice - Community & Education
Reports To	Team Leader, Culture, Arts & Museums
Location	Primarily based at Councils Queanbeyan Sites

Primary Purpose

To provide quality volunteer assistance for supervising Rusten House exhibitions and support for art and history projects and programs.

Key Tasks

- Providing assistance to community members visiting Rusten House exhibitions
- Digitizing historical photographs for printing, exhibition, and display
- Assistance with exhibition layouts and installations
- Assistance with exhibition labeling and didactic materials.
- Assistance with best practice handling and care of cultural material.
- Complying with workplace health and safety, risk, environmental and quality (HSEQ) objectives and targets
- Other tasks that are in the volunteer's skills and capabilities, as required and as agreed.

Preferred capabilities

Qualifications in Art/Culture or experience working in galleries or museums

Knowledge of, or experience in, handling cultural materials.

Ability to use Microsoft programs, Digitization and Photoshop software and file management.

Ability to constructively contribute to organisational and team outcomes

Capacity to communicate effectively both in oral and written form.

Key stakeholders

1. Internal QPRC staff, managers, and elected members of Council
2. Diverse external stakeholders throughout the Queanbeyan-Palerang Community

Standards

Performance is measured against QPRC's values (shown below) and the Ethical Framework for the Government Sector that requires those representing government to be apolitical and professional in implementing the decisions of the government of the day.



our reputation matters