

# sculpture by the sea

## General Volunteer - Job Description

### Tasks:

- Staffing the Catalogue & Information Marquee – the marquees are public-facing. Being the key point of contact for visitors you will assist with visitor's queries, sell merchandise, accept donations and assist with general information.
- Conducting visitor surveys and Crowd counting – this is an extremely important task. The data captured from the surveys and crowd counting are vital as they will give us tools to seek government and private financial support for the next exhibition.
- Data entry – all data including people and kids' choice forms collected on-site must be entered into an online database daily.
- Assisting Site Crew with sculpture maintenance and patrol – Cleaning of the sculptures and the area around are tasks performed various times each day. Sometimes we also need to "watch" a sculpture in case the public is been a little too "hands on".
- Sculpture Inside Gallery crowd control – the gallery has an Entry door and an Exit door which must be supervised at all the time. The volunteer working at the entrance door will greet the visitors; give instructions on how to behave inside the gallery (ie. no food or drink, no animals, does not touch). The number of visitors at one time inside the gallery is also to be controlled, not only for the security of the sculpture but for the security of visitors as well. The volunteer working at the exit door will collect data (number of visitors), be available to receive any feedback and when possible request donation. At the exit door, the volunteer will also discreetly make sure that no one is leaving the gallery taking something that does not belong to them.
- Weekend Artist Talks – happen each Saturday & Sunday of the exhibition. You will assist one member from the exhibition coordination team to seat up for the talk. You will stay for the talk and give support during and after each talk.
- Greeting visitors and providing an on-site staff presence - we all must remember that once in the uniform, walking from A to B is an adventure and we must always carry on a smile on our face. Paying attention to how the visitors are behaving with the sculptures, making sure a child is not alone and maybe lost that an elderly person is okay, and so on.

### Essential qualities

- Enthusiastic, friendly and approachable
- Reliable
- Responsible
- Well presented

### Commitment

- Minimum commitment to 3 shifts during the available volunteering period; and
- Comment to your selection of shift times with a notice period of least 24hrs if you need to change your shift or are unable to attend specified shift.

### Benefits

- Great experience with a fun team
- Written reference (with 20hrs minimum)
- Free public transport

### Contact

If you are interested in this position please complete the **Volunteer Application form** online on our website at [www.sculpturebythesea.com/volunteer/](http://www.sculpturebythesea.com/volunteer/). If you have any questions please contact us on (02) 8399 0233 or email [volunteer@sculpturebythesea.com](mailto:volunteer@sculpturebythesea.com)