

Exhibition Volunteer - Job Description

Tasks:

- Catalogue & Information Marquee Attendant – the marquees are the key point of contact for visitors. As a Marquee Attendant you will assist with visitor enquiries, sell merchandise, accept donations and assist with general information.
- Conduct visitor surveys and Crowd counting – This important task is how we capture the data from surveys and crowd counting. This information vital when seeking government and private financial support for this and future exhibitions. Instructions on how to conduct the surveys and or crowd counting will be provided by one of the Exhibition Coordinators.
- Data entry – input data including information from completed people and kids' choice forms which have been collected on-site. This information is entered into an online database daily.
- Assisting Site Crew with sculpture maintenance and patrol – Cleaning of sculptures and the surrounding area. Crowd control when required under the direction of a Site Manager.
- Sculpture Inside Gallery crowd control – the gallery has an Entry door and an Exit door which are continually supervised especially during peak times. Volunteers working at the entrance door, greet visitors in a friendly manner and give instructions on how to behave inside the gallery (ie. no food or drink, no animals, do not touch the sculptures). On occasions, there is need to control the number of visitors at any one time to ensure the gallery does not become overcrowded. The volunteer working at the exit door collects data (number of visitors), and to be available to receive 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!

Essential Qualities:

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

Commitment:

- Minimum commitment of 3 shifts during the available volunteering period; and
- Commit to your 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)

Contact

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