



CALOUNDRA REGIONAL ART GALLERY

TEL 07 5420 8299

FAX 07 5420 8292

EMAIL artgallery@sunshinecoast.qld.gov.au

POST PO BOX 117, Caloundra, Qld 4551

ADDRESS 22 Omrah Avenue, Caloundra
Queensland 4551

GALLERY OPEN

Wednesday–Sunday, 10am–4pm

Free entry / all welcome

VOLUNTEER APPLICATION

→ VOLUNTEER PROGRAM

This form assists the Caloundra Regional Art Gallery Society in its recruitment procedures, through its profiling of new members in their own words; it includes the Letter of Agreement, essential for an applicant to undertake voluntary work. The Gallery may wish to also interview applicants.

TITLE MISS MR MRS MS

FIRST NAME

SURNAME

AGE [OPTIONAL] 16-20 21-40 41-60 61-70 70+

POSTAL ADDRESS

POST CODE

STREET ADDRESS

POST CODE

TELEPHONE

MOBILE

EMAIL

NEXT OF KIN RELATIONSHIP

OTHER CONTACT NO.

MEDICAL CONDITION/S

Details of past experiences working in public/commercial art galleries or other types of museums (whether paid or unpaid)

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.....

List any educational qualifications, skills or abilities achieved

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.....

List any of your work or life experiences which you consider useful for the Gallery's day-to-day operation

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VISIT US ONLINE

sunshinecoast.qld.gov.au/caloundragallery



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LETTER OF AGREEMENT

→ VOLUNTEER PROGRAM

As a Volunteer of the Caloundra Regional Art Gallery I accept responsibility for:

- Ensuring my work is professional and timely.
- Reliably arriving and departing from the Gallery at the rostered times, preferably 10–15 minutes prior to the opening times.
- Finding a replacement volunteer if I am unexpectedly going to be unavailable to meet my roster commitments and also informing the Gallery in advance.
- Presenting a positive profile of the Gallery to all people at all times.
- Attending no less than one training session per year—this can include Volunteer Morning Teas.
- Advise in advance if I am unable to continue volunteering for the Gallery.

In exchange I understand the Gallery will:

- Keep me informed of changes in any Gallery policies (through either Caloundra Regional Art Gallery meetings or volunteer/friends morning teas).
- Keep me informed about forthcoming exhibitions (through Caloundra Regional Art Gallery meetings or volunteer/friends morning teas).
- Train and supervise me in my work through workshops subject to grant availability/successful application through volunteer/friends morning teas. These familiarise volunteers with up and coming exhibitions immediately prior to openings through the volunteer education kit and/or didactic panels which deliver Volunteer Education Kits for each new opening.
- Extend to me an invitation to every exhibition opening.

In recognition of hours spent for the Gallery, the Gallery will endeavour to acknowledge such in any information provided to Council for possible inclusion in it's annual reports.

I understand that consistent failure to meet my commitments as per this Letter of Agreement will result in a review of my role as a Volunteer of the Gallery.

Volunteer signature Date

Staff member signature Date

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