



INGLEWOOD ARTS HUB inc.

ABN: 88277306479

Hub address: 895 Beaufort Street, Inglewood WA 6052

Postal address: PO Box 136 Inglewood WA 6932

Email: hello@inglewoodartshub.org

Role Description: Volunteer Gallery Roster Organiser

Inglewood Arts Hub inc. (IAH) is a not-for-profit volunteer/artist-run community arts organisation, which manages an art gallery; an artist-in-residence program; a studio in which groups and workshops are held; and hosts artists talks, visits to artist studios and galleries, and other events. The IAH has a strong, but not exclusive, link with Inglewood and surrounding suburbs.

The IAH gallery team is responsible for ensuring the exhibition program is managed to high standards, reflecting IAH's commitment to artist endeavour and community. The IAH gallery team includes exhibition scheduler, installation organiser, installers, roster organiser, and gallery attendants. Each role is vital to the smooth running of IAH gallery.

The role is an opportunity for a person who wants to share their skills and experience to support and work in a friendly and vibrant community arts organisation; to meet with fellow creatives and network with the wider arts community.

Volunteer Gallery Roster Organiser

As part of the friendly IAH gallery team, the gallery roster organiser works with volunteer gallery attendants to cover all shifts when the IAH gallery is open, wherever possible.

Two people are required to be on roster (usually this is one artist and one volunteer) and if two people are not rostered, the gallery will close for that shift.

The successful applicant(s) will mostly work remotely, communicating using IAH's email system. **Access to a reliable computer and internet connection and printer is required.**

This is a voluntary position reporting to the IAH Volunteer Management Committee.

Responsibilities

The gallery roster organiser is responsible for:

- maintaining a team of gallery attendants, large enough to cover shifts when IAH gallery is open; and to allow volunteers to take time off the roster when they need
- supporting an engaged and enthusiastic team of gallery attendants
- organising the roster of volunteer gallery attendants and exhibiting artist(s)
- providing the finalised roster to volunteer gallery attendants, exhibiting artist(s), and gallery before the first day of the exhibition
- using IAH email system for all communication and record keeping

Duties:

Detailed information and guidance will be provided for successful applicants.

- **Develop and maintain a team of volunteer gallery attendants:**
 - With IAH's comms team, organise regular calls for volunteer gallery attendants (i.e., on IAH's social media, newsletters, SEEK volunteer, tertiary student services, etc)

- Roster new volunteers on shifts with experienced volunteers who understand IAH's requirements and are competent with point of sale and security processes.
- Organise training updates for gallery team volunteers when processes change (could be an opportunity for a social meeting).
- **Organise the roster of volunteer gallery attendants and exhibiting artist(s):**
 - Prior to each exhibition:
 - update the roster template with name of exhibition, exhibiting artist(s), days/dates/shift times for the exhibition
 - email gallery volunteer distribution list to ask volunteers to allocate themselves to shifts; follow-up with volunteers to resolve any shift overlaps or gaps
 - email exhibiting artists and ask them to roster themselves (or a proxy agreed with IAH) to cover all the times their exhibition is open
- **Provide the finalised roster before the exhibition opens:**
 - Email the finalised roster to the volunteer gallery attendants on roster, and exhibiting artist(s) and proxy
 - Provide a printed copy of the finalised roster to the gallery (or organise someone else to do that)
- **Use IAH's email system for all communication and record keeping**
 - Log into IAH's hello@inglewoodartshub.org email account
 - Email the roster template to volunteer gallery attendants (listed in the gallery volunteer distribution list) and exhibiting artist(s)
 - Use blind copy (so as not to share volunteers' email addresses)
 - Save all email correspondence in a folder for rosters for the exhibition
 - Add new volunteer gallery attendants to the gallery volunteer distribution list, when they are inducted
 - Remove volunteer gallery attendants from the gallery volunteer distribution list, when they disengage permanently

Prior experience:

Essential:

- Competence using an email program

Valuable:

- Competence creating new email contacts (from volunteer applications)
- Competence adding contacts to distribution lists
- Competence organising and saving emails in folders

Skills / characteristics:

Essential:

- Ability to be self-directed while also working cooperatively within a team
- Ability to allocate regular time to organise the roster, by a deadline

Valuable:

- Effective interpersonal communication skills

Training

Management committee volunteers will provide induction for new volunteers in IAH's email accounts and support new volunteers to become familiar with the IAH.

Time required

Approximately 2 - 3 hours a fortnight, in brief periods across a fortnight

As required, to liaise with comms team about call-outs for new volunteers

Reimbursement

IAH reimburses committee members and volunteers for expenses they incur with money outlaid, when approved (and recorded in the minutes) at a committee meeting.