

## GENERAL INFORMATION FOR VOLUNTEERS

Thank you for choosing to volunteer at Gallery M, in the Marion Cultural Centre. Gallery M is one of Adelaide's most innovative visual arts spaces, a major suburban gallery in the Adelaide metro area. It is available for visual arts exhibitions for groups, individuals or community projects; and with the exhibition program changing regularly throughout the year – there is always something new and interesting on display. Adjacent to the gallery is high quality art and craft shop, selling a wide range of unique handcrafted items made by local artists. The gallery is operated by the Red House Group Inc, on behalf of the City of Marion. The Red House Group is an artist managed non-profit organisation that acts as a focus for art and cultural activities for all individuals and groups in the City of Marion council area and its surrounding region. The Red House Group was incorporated in 1994, and is managed by a Board that is elected at an Annual General Meeting.

Gallery M is staffed by a small dedicated team of paid employees, supported by volunteers who assist with a wide range of tasks. The Gallery M Manager is Julie Pritchard, who along with several staff members has been at Gallery M since the Marion Cultural Centre opened in 2001. The gallery is open seven days a week, and staff are rostered to ensure there is always a paid staff member on duty.

Volunteer work is available to people who have an interest in the visual arts, and / or experience in retail sales and administrative work. Volunteers assist the paid staff as required, but all cash transactions and sales are done by the paid staff.

### VOLUNTEER TASKS:

Jobs for volunteers include general administrative tasks such as filing, keeping track of visitors and maintaining a tidy work space, mail related duties such as filling envelopes, customer service when required, and assisting Gallery M staff.

In addition, in conjunction with the exhibition program, volunteers may be able to assist with the set-up of exhibitions, receiving and documentation of artwork, and packing sold items at the conclusion of an exhibition. Some light cleaning, such as dusting or sweeping, and washing of dishes may also be undertaken.

### VOLUNTEER OBLIGATIONS:

All volunteers must fill in a Volunteer Application Form, and ensure that information provided on that form such as contact persons in the case of an emergency is up to date.

Volunteers must follow direction provided by any of the paid staff, who all share the same level of responsibility for the designation of tasks.

Volunteers must advise staff members of any physical limitations or health issues that may be affected by certain activities, and must not continue with any task that could cause any personal harm or discomfort.

### RED HOUSE GROUP OBLIGATIONS:

The Red House Group is proud of the safe and happy work environment at Gallery M, and want to ensure that volunteers have a positive experience whilst giving their time.

The Red House Group must at all times maintain appropriate levels of General Public Liability Insurance and Association Liability Insurance, covering volunteers who may be injured while working for the Red House Group Inc.

General amenities such as tea/coffee facilities, and a utility room with microwave, fridge etc. is available to all persons working at Gallery M.

### VOLUNTEER HOURS:

A volunteer roster diary enables volunteers to choose times that suit them, without the obligation of a regular recurring shift. Weekdays and Saturdays offer two shifts: 10am-1pm, & 1pm-4pm. Sunday hours are 1-4pm. Some limitations exist for persons wishing to volunteer to meet Centrelink or other return to work obligations. Please discuss your personal situation with the Gallery M Manager.

*\*SEE VOLUNTEER POLICY DOCUMENT FOR MORE DETAILED INFORMATION*