



Grainger Museum Volunteers Program

ENGAGING AND INSPIRING THROUGH ART,
MUSIC AND CREATIVITY



Volunteer Position Description

Role: Grainger Museum Volunteer

Do you enjoy engaging with people and sharing knowledge of museums, music and culture? Would you like to be part of a unique Australian cultural institution? Why not consider joining the Grainger Museum as a volunteer?

Background

The Grainger Museum is the only purpose-built autobiographical museum in Australia. Its fascinating collections contain not only objects directly related to Percy Grainger's compositional career, such as scores and manuscripts, but also more than 50,000 items, including diaries, ethnographic objects, furniture, decorative arts, photographs, artworks, clothing and correspondence with famous and not-so-famous contemporaries.

Grainger began planning the Museum after his mother's death in 1922 and it was officially opened in December 1938. The building was designed by the University's architect, John Gawler of the firm Gawler and Drummond, in close consultation with Grainger. The Museum's historical and architectural significance is recognised by the building's inclusion on the Register of the National Estate and the Victorian Heritage Register, and its classification by the National Trust of Australia (Victoria).

The Grainger Museum Volunteer Program is a new initiative designed to offer a diverse range of people the opportunity to experience being part of the Museum. Volunteers will provide a valuable service to educate visitors on the Museum and its permanent and temporary exhibitions, with the aim of perpetuating knowledge of Australian history and artistic and musical cultures. Through the engagement of volunteers, the Grainger Museum will be able to further its engagement with students, visitors and the community. Volunteers will be able to work closely with the Grainger Museum and its fascinating collection to learn new skills and share knowledge.

Key Responsibilities and Duties

Grainger Museum volunteers assist in the daily operations of the Grainger Museum, and including welcoming visitors, monitoring the security of the Museum and exhibits, and educating visitors on the permanent and temporary exhibitions.

Grainger Museum volunteers perform the following duties:

- Welcome visitors to the Museum and direct them, as appropriate
- Monitor the security of the Museum and exhibits
- Answer questions and respond to enquiries in person, or via phone and email
- Collect visitor numbers and process Museum shop sales
- Take tour bookings
- Following specialised training, Museum volunteers may also assist with cleaning Museum objects, Museum communications and giving tours and floor talks

- Volunteers may also be invited to assist visitors during classes, public programs and special events.

Skills and Knowledge

Grainger Museum volunteers are required to have well developed interpersonal, communication and presentation skills as they will be required to engage with a diverse range of visitors to the museum. They should have an interest in music, history, art, museums and/or culture and be willing to develop their knowledge in these areas as part of their role. Volunteers are also required to have basic computer and internet skills, and should have the physical capacity to stand for periods of time and walk around the museum.

Commitment

Volunteers are required to commit to at least one shift per fortnight. Training and induction will take place after a volunteer has been accepted into the program and commenced their engagement.

Benefits

Benefits of volunteering at the Grainger Museum include:

- The opportunity to work closely with some of the fascinating items in the collection, including instruments, artworks, textiles, furniture and music manuscripts.
- The chance to improve knowledge and learn new skills, for example, in object handling and cleaning, social media and communications.
- The opportunity to meet a diverse range of new people, including interstate and international visitors, as well as create networks with fellow volunteers and staff.

How to apply

The Grainger Museum undertakes recruitment in specified periods during the year. Recruitment is now open. The recruitment process is as follows:

1. People interested in volunteering should submit an application [online](#). This application asks for information regarding your interests, skills, reasons for applying to be a volunteer and availability.
2. Selected applicants will then be invited to attend an information session at the Grainger Museum. This session allows volunteers to find out more about the program and have an informal interview with member of staff.
3. Following the information session, successful applicants will be invited to a training and induction session and to commence as a volunteer at the Grainger Museum.

Please note: all successful volunteers are required to undergo a police check upon acceptance into the program. Unfortunately not all applications will be successful due to the limited places available in the program.

For more information

If you have any enquiries about the volunteer program or your application, please contact Jessica Black, Grainger Museum Coordinator on 03 8344 7622 or blackj@unimelb.edu.au