



Grainger Museum Volunteers Program

ENGAGING AND INSPIRING THROUGH ART,
MUSIC AND CREATIVITY



Visitor Services Volunteer Position Description

Role: Visitor Services 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? Visitor Services volunteers play an important role at the Grainger Museum to increase its connections with the public, including welcoming, directing and interacting with visitors and enhancing its visitor services.

Background

The Grainger Museum is the only purpose-built autobiographical museum in Australia and was officially opened in 1938. 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 correspondence, decorative arts, photographs, artworks and textiles.

The aims of the Grainger Museum Volunteers Program are:

- To provide opportunities for members of the University of Melbourne community and beyond to engage with a unique cultural collection
- To further the Museum's aims of promoting music, creativity, artistic practice and the work of Percy Grainger through the contribution of volunteers.

Volunteers 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 culture. Through the engagement of volunteers, the Grainger Museum aims to further its engagement with students, visitors and the community. Volunteers work closely with the Grainger Museum's small team of staff and its fascinating collection to learn new skills and share knowledge.

Key Responsibilities and Duties

Visitor Services volunteers assist in the daily operations of the Grainger Museum, 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
- Collect visitor numbers and process Museum shop sales
- Take tour bookings
- Following specialised training, Grainger Museum volunteers may also assist with cleaning objects, communications, giving tours, and other activities to further the museum's services
- 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.

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 personal skills, such as communications, and learn new knowledge related to history, culture, museums and collections.
- The opportunity to meet a diverse range of new people and make networks, including with visitors, staff and other volunteers.
- The satisfaction of working closely with the Grainger Museum to further its work and promote and preserve this unique collection.

How to apply

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

- 1. Online Application:** People interested in volunteering after reviewing the position description should apply [online](#). This application asks for information regarding your interests, skills, reasons for applying to be a volunteer and availability.
- 2. Information Session:** Following the review of applications, 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 a member of staff.
- 3. Induction Session:** Following the Information Session, successful applicants will be invited to undertake induction before commencing volunteering 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