

Volunteer Registration Form

Northern Rivers Community Gallery

44 Cherry Street Ballina | Ph 02 6681 6167 | Free Entry
Wednesday to Friday 10am - 4pm | Weekends 9.30am - 2.30pm | Closed Public Holidays
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Gallery volunteers must be personable, knowledgeable and/or willing to learn about artists and current exhibitions and enjoy meeting and interacting with people. Northern Rivers Community Gallery volunteers (NRCG) are integral in promoting gallery programming and are responsible for monitoring and keeping artwork safe while the gallery is open. Gallery volunteers will be involved in a number of activities including: front of house service, meet and greet visitors, processing gallery sales, ensuring shop displays are clean, tidy and well stocked, refilling brochure stands, ensure Gallery is kept clean and tidy during operating hours.

Gallery volunteers may assist with the physical installation of exhibitions and/or special events. This may include packaging of artworks sold during an exhibition, assisting the installation team during bump-in and/or bump-out of exhibitions or providing a meet and greet role at launch events.

Shifts are 4.5 hours and carried out at The Northern Rivers Community Gallery (NRCG) located on the corner of Cherry and Crane Streets, Ballina. The Gallery is open 10.00am to 4.00pm Wednesday to Friday, 9.30am to 2.30pm Saturday and Sunday and closed public holidays.

Please complete this form and return it to: Northern Rivers Community Gallery, Att: Gallery Coordinator, Ballina Shire Council PO Box 450, Ballina NSW 2478.

- 1. I notify my interest to be considered a volunteer at the Northern Rivers Community Gallery (NRCG) under the management of Ballina Shire Council.
- 2. I accept that the information in this application may be used by Ballina Shire Council for its use only.
- 3. I agree to support management of the Northern Rivers Community Gallery as required.
- 4. I understand there will be Workplace Health & Safety requirements that I will need to observe in my volunteer capacity, and I agree to attend training as required.
- 5. I understand and will comply with the safety rule, code of conduct, confidentiality and privacy, recordkeeping and other conditions set down in Council policies and procedures are a condition of engagement.

Applicant Details

Applicant Name

Address

Suburb/Town State Postcode

Home Phone Mobile

Email

Applicant Availability *(Please indicate below the days and times generally available)*

| | | | | |
|---|---|--|---|-----------------------------------|
| Weekdays | Weekends | <input type="checkbox"/> Weekly | <input type="checkbox"/> Exhibition Install (Mon & Tue) | <input type="checkbox"/> Friday |
| <input type="checkbox"/> 10am to 2.30pm | <input type="checkbox"/> 9.30am to 2pm | <input type="checkbox"/> Fortnightly | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Saturday |
| <input type="checkbox"/> 11.30pm to 4pm | <input type="checkbox"/> 10am to 2.30pm | <input type="checkbox"/> Launch/Special Events | <input type="checkbox"/> Thursday | <input type="checkbox"/> Sunday |

Particular skills / hobbies which could be of use in volunteer work

Do you have any health or disability problems which could affect your ability to perform certain tasks involved in volunteer work?

Signature Date

Privacy Protection Notice

- The completed volunteer registration form contains personal information which is being collected for the purpose of processing this application. The information will be processed by the Northern Rivers Community Gallery and may be made available to public enquiries under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.