

**Position:** *Volunteer Collection Registration*

**Reports to:** Senior Curator, Exhibitions and Collection

**Hours:** 3.5 hour shifts fortnightly.

**Location:** Manly Art Gallery & Museum (MAG&M)

**Updated:** January 2023

### **MAG&M Overview**

The Manly Art Gallery and Museum (MAG&M), established in 1930 and the first metropolitan regional gallery in New South Wales, holds extensive collections of 19<sup>th</sup> to 21<sup>st</sup> century art and ceramics. MAG&M is owned and managed by Northern Beaches Council.

### **Role Purpose:**

To assist the curators with management of the permanent collection at MAG&M.

### **Requirements**

- Positive and proactive attitude, excellent people skills and a friendly, and professional manner
- Willingness to take direction and instruction from staff
- Basic level of computer literacy and an ability to use Microsoft Word and Excel
- Understanding of office WHS requirements
- Ability to work independently or as part of a team
- Commitment to Council's workplace values of Trust, Teamwork, Respect, Integrity, Service and Leadership

### **Desirable**

- Interest, education or experience in the arts and/or creative sector
- Experience in collections management or similar
- Experience in office-related administrative duties

### **Task and Responsibilities:**

- Data entry relating to collection items – cataloguing and location updates
- Drafting correspondence relating to acquisitions
- Filing of documents relating to acquisitions
- Collating catalogue details for display labels
- Research, as required, on collection items

### **Benefits:**

- Support the specialised work of this important community facility
- Learn more about visual art and arts and culture
- Meet and work with other volunteers and MAG&M's professional staff
- Gain valuable work experience in the arts field

**What to Wear:** Smart casual / business casual



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# Volunteer Position Description Collection Registration

**Contact:**

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TRIM: 2023/047803