

Position:	Volunteer Tour Guide
Reports to:	Senior Administration Officer
Hours:	As required during MAG&M opening hours, Tuesday – Sunday, 10am – 5pm
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 19th to 21st century art and ceramics. MAG&M is owned and managed by Northern Beaches Council.

Role Purpose

To provide tours for MAG&M visitors of current exhibitions, communicating key information on the exhibition artworks, themes, artists, and the MAG&M collection.

Requirements

- Positive and proactive attitude, excellent people skills and a friendly, professional manner
- An ability to read situations and responses from the public
- Excellent communication skills, ability to speak articulately and project voice.
- Ability to interact with people from diverse backgrounds and ages and direct them, as required
- Willingness to take direction and instruction from staff
- 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 communication/customer service roles
- Flexibility in availability on occasion
- Ability to speak another language

Tasks and Responsibilities

- Greet visitors and make them feel welcome
- Recite a pre-approved tour script, tailoring it to audiences
- Ensure visitors understand visitation guidelines and that they are observed
- Answer questions about exhibitions, artists, public programs and events at MAG&M

Benefits:

- Be part of a lively changing program of national exhibitions and activities
- Opportunity to engage with a broad audience
- Support the work of this important regional gallery
- Meet and work with other volunteers and MAG&M's professional staff
- Gain valuable work experience in the arts sector
- Learn more about visual art and arts and culture



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Volunteer Position Description

Volunteer Tour Guide

What to Wear:

Smart casual / business casual

Contact:

volunteer@northernbeaches.nsw.gov.au

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