



Warwick Art Gallery

Volunteer Handbook

PO Box 775
49 Albion Street
Warwick QLD 4370
Phone: 4661 0434

Email: warwickart@southerndowns.qld.gov.au
www.warwickartgallery.com.au

Welcome to the Warwick Art Gallery

The Warwick Art Gallery is pleased to welcome you as a member of our team of volunteers, offering our community a friendly and responsive service. We sincerely hope that you find your association with the gallery both stimulating and satisfying.

Providing a regional art gallery that is able to feature a variety of exhibitions requires an enormous amount of time and energy. Without the assistance of our volunteers, the gallery would not be able to function as effectively as it does.

Gallery Information

Opening Hours:

Tuesday to Friday 10:00 am to 4:00 pm

Saturday & Sunday 10:00 am to 1:00 pm

Closed Mondays and Public Holidays

Contact Details:

- Telephone 07 4661 0434
- Fax 07 4661 8129
- Postal Address PO Box 775, WARWICK, 4370
- E-mail warwickart@southerndowns.qld.gov.au
- Director Karina Devine
- Gallery Assistant Loretta Grayson

About the Gallery

The Warwick Art Gallery was opened on February 18, 1990. In 2002 a refurbishment was opened on January 25th. The gallery is maintained at a constant temperature of 20° to 21°C with a humidity range of 55 plus or minus 5%.

The gallery attracts a variety of exhibitions, both touring and selling, including local schools' exhibitions and displays by Southern Down's artists and groups. The Management Committee and the Gallery Director design a program that is vibrant and inclusive.

Annually, the gallery hosts a major art prize exhibition with several thousand dollars in prizes.

A committee operating under the title of Warwick Art Gallery Inc manages the Warwick Art Gallery. This committee comprises two councilors nominated by the Southern Downs Regional Council and thirteen members elected annually at the annual general meeting.

Volunteers provide support in a number of essential areas:

Desk Duty

- Greeting visitors and answering the telephone
- Surveillance of exhibitions
- Keeping tally of visitors on attendance sheet
- Taking messages
- Writing receipts when necessary

Exhibitions

- As member of the installation helping with setting up and dismantling exhibitions

Guiding

- Taking groups through exhibitions (school, aged, clubs)

Catering

- The preparation of platters and the serving of food and drinks at openings.

Mailing

- Helping with folding, stamping and mailing invitations, brochures, notices, etc.

Volunteer Group Meetings

Volunteers meet as a group for morning tea once a month. This is a social gathering but the Director also informs volunteers of future exhibitions and events planned for the Gallery.

Conduct

All Council employees are expected to behave in a business-like manner, including volunteers. As a volunteer you are a public relations officer for the gallery and the Southern Downs Regional Council.

First Aid

A first aid kit is kept in the cupboard to the left of the reception desk.

Dress

Volunteers who are on the hanging teams need to wear clothing and footwear that will allow them to work safely.

Name Tags

A name tag is prepared for all volunteers and should be worn when you are on duty.

Telephone

- When the phone rings, lift the receiver and say (for example):
 "Warwick Art Gallery – Joan speaking."
- To **dial out**, lift the receiver and press **"0"**.

Gallery Opening and Closing

A laminated instruction sheet is printed for each exhibition and is available on the front desk. The sheets contain gallery operating and special procedures required for each exhibition.

Training

All new volunteers will receive on-the-job training. An experienced volunteer will mentor new members of the installation team. If there is some aspect of a particular task you do not understand, please ask a member of the gallery staff.

Attendance

- The roster is based on:
 Weekdays: two shifts per day
 Morning Shift - 10am to 1pm
 Afternoon Shift - 1pm to 4pm
 Weekends - **Morning Shift ONLY - 10am to 1pm**
- After a period of duty, please check the volunteer roster for a time suitable for you to come again.
- For the purpose of insurance cover, all volunteers must complete the attendance form supplied.
- Monthly, the number of hours' service donated to the gallery by our volunteers will be totalled and given to the Management Committee of Warwick Art Gallery Inc to demonstrate the value of the assistance given.