



49 Albion Street PO BOX 775 Warwick Queensland 4370 p 07 4661 0434

### VOLUNTEER APPLICATION

The Gallery welcomes your valued offer of services and would be obliged if you would provide the information as set out hereunder, for our records.

Gallery staff will contact you for a interview when we receive your application.

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***I would like to offer my volunteer assistance to the Warwick Art Gallery.***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

***I would like to assist in the following manner:***

- Desk Duty:** Greeting visitors, exhibition surveillance, providing information on exhibitions, visitor tallies, answering the phone and taking messages, tidying desk area, occasional mailing.

**Please tick the most suitable day/s – am or pm**

Tue Wed Thu Fri Sat Sun

**Tue – Fri:** 10am – 1pm; 1pm – 4pm **Sat – Sun:** 10am – 1pm

- Exhibitions (setting up/dismantling):** Helping the Director unpack crates, hang/display work, dismantling exhibitions and packing crates.
- Catering:** Preparing platters, serving food and drinks, etc. as advised by staff.