



Volunteer Application Form

The following information is for our office records. This information is strictly confidential and will only be used for record keeping.

The Chinese Museum is a dynamic and growing cultural institution that not only tells the story of Chinese migration to Australia but also is now home to a vital contemporary arts space. To help us to convey our enthusiasm for what we do and to assist us to grow further with deep insights into customers needs and expectations we very much value the role that volunteers play in helping us to deliver our purpose and role.

We do have opportunities for volunteers to support the museum; these positions are unpaid and place no onus on you to attend at a specific time or date. We do however ask you to consider making a minimum time commitment as indicated for each opportunity.

DATE OF APPLICATION: / / 20

About you

First Name:

Surname:

email:

mobile:

Address:

Any health issues that we should be aware of that may impact on your ability to work as a volunteer at the museum:

What you might be interested in

Area	Consider me (tick please)	Role	Description	Outcome	Time
Visitor Services		Meet & Greet + Accompanied walk through	Welcome visitors and explain what we have available to see within the museum. On a regular basis (frequency TBC) conduct an accompanied walk round of the museum, ideally at a set time each week Prep craft workshop materials for education	Improved conversion of visitors by promoting our benefits New hosted product	A team available for blocks of time from 10 am to 4 pm each day.
Collections		Care of collection	Inspect, clean, and look after major items Include cleaning of display cases Cleaning and repair of delicate museum objects to prolong their life and enhance display quality Regular (frequency TBC)	Improved visual aesthetic of the museum	As mutually agreed
		Research projects	Specific research projects that enhance the standing of the museum and additionally enable us to achieve our objectives	Supports the development of the collection making it accessible to the public and creates opportunities for us to grow	
		Digital records	IT savvy with a deep interest in Chinese Australian history able to update our digital records of collection items	Improved public access driving new visitation	
Marketing		Data trapping and analysis	Reporting on quality survey feedback results plus feedback book Reviewing visitor statistics by marketing source and product sold to assist in new product development	We understand and react to comments made about us We use deep knowledge of what we do to better plan for the future	
Directorate		Fundraising	Support the director in identifying and qualifying opportunities for funding applications / proposals; researching organisations and companies.	Driving public programs / exhibitions	1 day / fortnight
		Retail	Check stock levels, help us to brainstorm and look for new products, suggest stock orders and to manage stock counts and presentation.		
		Administration	Assist director in diary management and follow up on actions with team and external	Free up director time	½ day / week

Internships

If you are seeking an internship please identify here which subject area you feel interests you most and attach a summary, no longer than one page of A4, of how the project might benefit the museum and yourself. Also please specify clearly how much museum supervision time will be required by your learning instate.

Y / N I am seeking an internship

I am interested in

General

What days are you available? Write hours below days if applicable – eg Monday

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

1-4pm

How many hours / week or month can you contribute?

Please do attach a resume and on no more than one side of A4 please detail experiences, education, training and skills that would be of benefit to you in the volunteer role.

Are you interested in being contacted about casual work at the Museum? Yes

Do you have a Victorian Drivers' Licence and a car? Y/N

And give us details of two referees.

Referee Name:

Referee Name:

Mobile:

Mobile:

Association to you:

Association to you:

Who do we contact in case of emergency?

Emergency contact name:

Emergency contact number:

Relationship to you:

Signed by volunteer:

Date:

Signed by Museum staff member:

Date: