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Casual & Events Volunteers:

Organisation:	Centre for Contemporary Photography (CCP)
Position:	Volunteer
Location:	Centre for Contemporary Photography 404 George Street Fitzroy VIC 3065
Hours:	Approximately 6 - 8 hours per month 5:30 pm – 8:30 pm, twice per month Exhibition openings, public programs and special events usually take place on Wednesday and Thursday evenings.

Position Description:

Casual and Events Volunteers provide essential support to CCP exhibition openings, public programs and events, such as our lecture series and artist talks.

Principle Duties:

- Greeting, assisting and directing visitors
- Invigilating exhibition spaces
- Assisting with the setting up and packing down of furniture and AV equipment during public programs and events.
- Bartending (only applicable to volunteers with a current RSA)
- Collecting and washing wine glasses

As CCP evolves to meet the changing needs of its strategic objectives, so will the roles required of its volunteers. Volunteers should be aware that this document is not intended to represent the full scope of the role.

Casual and Events Volunteers may be offered Front of House or Installation duties. Please see Front of House and Installation Volunteer position descriptions for further information.

Organisational Relationships:

Internal:

- Casual & Events volunteers report directly to the Gallery Manager or Assistant Gallery Manager.
- Provide support to CCP staff including the Director, General Manager, Curator, Program Manager, and Design and Communications Coordinators

External:

- Provide excellent customer service to all visitors and external stakeholders

Applications:

To apply please complete the online volunteer form on CCP's website:

<http://www.ccp.org.au/about/volunteer>

Enquires:

Please direct all enquiries to the Gallery Manager, Linsey Gosper, at frontofhouse@ccp.org.au