

CASTLE HILL – VOLUNTEER APPLICATION KIT

Castle Hill is the Powerhouse Museum's off-site collection storage facility. A new 'museum visitor experience' model and program to increase public access to the Powerhouse's Collection is being developed to officially open at the Castle Hill site in March 2007.

The nature of the site as a storage facility and the 'behind the scenes' appeal of the visitor offering require a different approach to the traditional museum visitor experience that captures the rawness, directness and uniqueness of the visitor's engagement with the site, the Collection and the objects.

The centrepiece of this new experience will be the Display Store which is designed to allow public access to a wide selection of large and small Collection objects and their histories. The Collection housed in other stores on the site will be publicly accessible through a program of guided group tours so that specific collections such as the Sydney 2000 Olympic Games Collection, musical instruments, chairs and furniture, printing presses and x-ray machines can be revealed. Transport is also a major aspect of the collection at Castle Hill and includes cars, buses, trams, planes, bicycles and motorcycles.

The diverse Collection also includes 19th century domestic appliances, Australian flora and fauna inspired glass, woodwork and textiles, objects that tell stories of Australia's exploration of Antarctica, our aviation history through objects owned by Nancy Bird and Charles Kingsford Smith, and objects that tell stories of Australia's Indigenous culture and history.

A diverse range of public access programs and activities at the Castle Hill site will engage visitors with the Powerhouse's key areas of focus – design, popular culture, science/sustainability, and the history of New South Wales. Programs will include supervised tours into the collection stores; major public events including open weekends and field days; tailored education programs for school-aged youth; school holiday programs; community engagement programs; regional partnership events; and specialist/industry and professional development programs.

The opportunity to become a Castle Hill volunteer would be ideal for those with an interest in culture and heritage and or previous experience in volunteering, especially with an arts or cultural organisation and those with an interest in, in particular the areas of popular culture, design, science, sustainability and the history of New South Wales.

The Role of Volunteers at the Powerhouse Museum

Over 200 Volunteers bring their enthusiasm and skill to shape a highly interactive Museum experience. They assist in both 'Visitor Services' and 'Behind the Scenes' areas. We value our volunteers, who play an important role in the life of the Museum. Volunteers actively involve the community in the mission and activities of the Museum. They bring vitality, interests, experience and skills to supporting the work of staff and they assist the Museum in maintaining its high standards of customer service. Our Volunteers' contribution of time and talent is vital to the Museum's success.

The Role of the Castle Hill Volunteers Team

The role of the Powerhouse Castle Hill volunteer team is critical to the delivery of the Museum's Collection access programs and will involve:

- Hosting visitors to the Powerhouse Museum at Castle Hill.
- Assisting with the delivery of site programs including tours, talks, school group visits and education and school holiday programs.
- Assisting with activities and programs on monthly public open days and quarterly community field day events.
- Assisting visitors to access information on the Powerhouse Museum's collection through the Powerhouse Collection Resource Centre.
- Assisting with the day-to-day running of the facility.

Skills and Abilities Required

- Ability to work as part of a team.
- Good communication skills and an outgoing personality.
- A strong commitment to providing a high standard of customer service.
- Prior experience with public speaking would be an asset.
- Experience working in an office environment.
- Able to participate in training.
- Ability to perform required duties.
- Ability to commit to volunteer work on a regular basis.
- Willingness to commit to the museum's mission and values.

Child Protection

Child Protection Legislation requires Museum staff and volunteers to complete and sign a "Prohibited Person Declaration Form" and a "Working with Children Check Consent Form" for the basis of conducting employment screening. All checks will be treated as confidential and will be kept secure.

Hours & Days

We ask that volunteers commit to 1 day per week on weekdays (9:30am – 3:30pm)

Or

If volunteering on weekends we ask for a commitment of 1- 2 days per month

Training

A number of full-day training sessions will be required.

Supervision

While working at Castle Hill volunteers are supervised by members of the Castle Hill Management team. The Castle Hill volunteers are an integral part of the Powerhouse Museum Volunteer team and are provided communication and recognition by the Volunteer Management team.

Uniform

Castle Hill volunteers will be provided with a volunteer shirt or unifying garment and badge to wear.

Travel

The Museum does not provide travel assistance for volunteers. We ask you to carefully consider the financial impact that regular attendance at the Castle Hill site and/or Powerhouse Museum will have on your own budget.

Insurance

Volunteers are fully covered by appropriate insurance coverage when volunteering at the Museum. All volunteers must complete the Volunteer Registration form and fill out the attendance sheets each time they work at Castle Hill, so they are covered in case of an accident.

For administrative purposes Castle Hill volunteers must:

- Attend their rostered briefing in the Volunteer Centre at Castle Hill.
- Inform a member of the Castle Hill management team if they are unable to attend on their usual day.
- Sign on and off on the attendance sheets in the Castle Hill Volunteer Centre on each day worked, in order to be covered by insurance.
- Wear their Security/ID badge while on duty.
- For insurance purposes, report any accident which happens to them while travelling to and from Castle Hill.
- Inform the volunteer management team of any changes of address and telephone number or the name and telephone number of their nominated emergency contact person.
- Read the noticeboards in the Castle Hill management office each day on duty for information on training, changes in the museum environment, social outings etc.
- Make themselves familiar, and keep up to date, with the security and emergency procedures (All details are kept in the Volunteers Information folder in the Castle Hill Volunteer Centre.)

Volunteer Benefits

Along with the interesting and rewarding experience of working at the Castle Hill site, volunteers also receive:

- Regular Volunteer Outings and Events (including curator led tours at the Powerhouse Museum and visits to other Museums and Galleries in Sydney)
- One years free museum membership after completing 100 hours of volunteer work (Membership is issued in the January of the following year)
- 10% discount at the Powerhouse Museum Shop.
- A monthly Newsletter
- Access to the volunteers centre located in the 'boiler hall' of the Powerhouse Museum, with library, computer, photocopier and tea & coffee facilities
- Staff discount at the Museum café
- Access to the Powerhouse Museum's research library
- References available on request

Please give details of your experience working with the public/ children/ students:

Please list any other abilities you consider relevant:

Referees

Please provide the details for two referees, and your association with each person.

Name: Phone no:

Association to you:

Name: Phone no:

Association to you:

Why do you wish to volunteer at the Castle Hill site?

Where did you hear about volunteering with the Castle Hill site?

Office use only

Castle Hill Volunteer

Referred to:

Interview Date:

Initials: