



Volunteering at the Tasmanian Museum and Art Gallery

Make an extraordinary difference

Volunteers are an integral part of our organisation, having donated their time, skills and experience to the museum since 1876. Our volunteers contribute in many ways, including guiding visitors and helping to deliver a range of public programs, as well as assisting curators and collection staff behind the scenes.

We welcome volunteers from all areas of the community however to ensure the safety of our collection there are a couple of restrictions to volunteering at TMAG.

Working in some curatorial areas requires specialist skills and knowledge, but in other areas there are no specialist requirements. We consider volunteers to be an important part of our team, and as such we ask them to support our vision and purpose, and to adhere to all policies and guidelines in the same way our staff do. All staff and volunteers are also subject to national police checks before they can commence.

In recognition of the generous contribution our volunteers make, they are eligible for discounts at the Museum Shop and Courtyard Café and are formally acknowledged through an annual event.

Frequently asked questions

What is a volunteer?

A volunteer is someone who freely gives their time and skills in order to help further an organisation's goals. Volunteers are unpaid, but, are highly regarded for the contribution that their skills and experience make to TMAG.

Why volunteer?

People choose to become TMAG volunteers for a number of reasons, including:

- Helping preserve and promote Tasmania's cultural and natural heritage
- Gaining experience for a future career in museums or another relevant area
- Pursuing a specific interest in an area of TMAG's research and collections
- Sharing their talents with museum visitors and staff

Who can volunteer at TMAG

Our volunteers come from diverse backgrounds and currently include students, retirees, full-time and part-time workers, parents and job seekers. However, please note that volunteers under the age of 18 must have written permission from a parent or guardian, all volunteers must be residents of Australia and all volunteers are subject to regular security checks.

What type of work do volunteers do at TMAG?

Our volunteers carry out many different roles at TMAG both behind the scenes and front-of-house. All volunteer roles are offered on the basis of skills, experience and interests. Volunteer roles vary across TMAG's departments and may include duties such as data entry, guiding visitors, transcribing historic records, cataloguing or assisting with researching collections.

How much time do I need to commit to TMAG?

Most volunteers attend TMAG at least once a week for a few hours, however, time commitments depend greatly on the type of project and each volunteer's availability and interests.

What qualifications and experience do I need?

Qualifications or experience are not necessary, however, any prior experience and knowledge can be very useful. Our volunteers bring life skills such as the ability to communicate well and a willingness to listen and learn. Attention to detail, patience, physical dexterity and some computing skills may also be helpful.

When completing the application form please provide us with as much information as possible.

Is training offered to volunteers?

Yes. Although many volunteers bring knowledge, skills and experience to their roles much of the volunteer work is unique to the museum and art gallery environment. We provide an induction and necessary training to all volunteers.

How do I apply to become a volunteer?

Please download and complete the Application Form on the Volunteering page of our website or contact us, as per the contact details at the end of this document, so that we can arrange for one to be sent to you.

Once a completed application form is received we can assess your suitability for our current or up-coming projects. The more information you can provide the more likely a suitable project matching your skills, experience and interests can be found.

If no immediate match is found, we keep all volunteer applications for one year (12 months). Although lodging an application is no guarantee of placement, we do endeavour to involve as many volunteers as possible.

Why is the process to become a volunteer so involved?

We are fortunate enough to have many people interested in volunteering and we receive many more applications than we have placements for. Our processes help us, and you, to establish whether we are a good fit for one-another. Our induction program also ensures those who are accepted, have been given all the information they need to effectively and safely carry out their volunteer role.

Will I need to provide a Police Check?

Not initially. However, if we are able to match you with a suitable placement, we will require, at a minimum, a national police check to be carried out before you start. All TMAG volunteers and staff are subject to security checks prior to commencing and during their placement.

Will being a volunteer help me get a job?

Any volunteer experience can be a substantial boost to a job application and experience is always viewed favourably. However, a volunteer placement with TMAG is not an offer of ongoing or paid employment and should not be viewed as such. All opportunities for employment at TMAG are advertised through the Tasmanian Government jobs website www.jobs.tas.gov.au.

What will I gain from my volunteer experience at TMAG?

You will gain the knowledge, experience and understanding of the workings of an internationally recognised museum, art gallery and herbarium. You will also be contributing

to a vital cultural resource which greatly benefits the Tasmanian community both now and for future generations.

Am I covered for insurance while volunteering with TMAG?

Volunteers are fully covered by appropriate insurance whilst at TMAG. All volunteers must complete the Volunteer Application form and fill out the attendance sheets each time they volunteer so they are covered in case of an incident.

Does TMAG provide travel assistance to its volunteers?

No, but TMAG will cover a volunteer's local parking expenses where their shift exceeds two hours. Before applying for a volunteer position, please carefully consider the financial impact that regular attendance at TMAG may have on your budget.

How do I keep in touch with what's going on at TMAG?

We send out regular email bulletins containing information news, opportunities and reminders about volunteering at TMAG. Prospective volunteers can nominate to be included on the mailing list as part of the application process or you can sign up to receive the newsletter through the News section of our website.

How can I find out about volunteering opportunities at TMAG?

TMAG is currently not accepting applications for volunteers or interns. Any vacant positions will be advertised on the TMAG website as they become available. Please check here regularly for updates www.tmag.tas.gov.au/get_involved/volunteering.