



THE JOHNSTON COLLECTION

A Museum of Fine and Decorative Arts, East Melbourne
incorporating

Fairhall house-museum | Lectures & Workshops | Shop | Reference Library | Friends | Ambassadors

GET INVOLVED

Thank you for your enquiry about volunteering at The Johnston Collection.

The Johnston Collection values working with volunteers as they play a vital role in the changing life of *Fairhall* house-museum.

The Johnston Collection opened to the public in 1990. *Fairhall* the former residence of William Robert Johnston (1911-1986) houses the museum Collection which is presented to the visitor in a domestic arrangement without ropes and barriers. *Fairhall* is rearranged three times per year.

The Johnston Collection also offers the public an extensive and varied series of lectures and workshops.

The opportunity exists for reliable and motivated people with various skills to become a Volunteer at The Johnston Collection. Intensive training and induction is provided to successful applicants.

1. Volunteer Guide

The Johnston Collection is currently calling for applicants to become a Voluntary Guide. Applicants must be excellent communicators with a strong interest in fine and decorative arts. Comprehensive and intensive training is provided to successful applicants. Successful applicants must be available to attend a ten session training program to be held on ten consecutive Mondays commencing in July 2014.

2. Programming/Collections – Intern Volunteer

Suitable for applicants with a strong interest in the areas of Collection Management, Registration, Curatorial and Public Programs.

3. Administration

Voluntary positions suitable for applicants with excellent telephone skills, communication and computer skills. Administration Volunteers assist in key aspects of daily operations and must be good communicators. Administration duties include:

- Assisting with telephone bookings
- Assisting to maintain the database
- Assisting with mail-outs
- Monitoring and maintaining supplies of photocopied office forms

4. Visitor Services Volunteer

Voluntary positions suitable for applicants with excellent customer service skills. Visitor Services Volunteers assist in key aspects of The Johnston Collection's daily operations such as:

- Helping with retail customer service
- Keeping the retail shop stocked
- Assisting with the arrival and departure of visitors
- Setting up refreshments
- Keeping public spaces tidy
- Assisting in setting up for events (some lifting of chairs and tables will be required)
- Ensuring supplies of brochures are on hand

5. Marketing

Voluntary positions for suitable applicants with a strong interest in Marketing and Communications. Marketing Volunteers assist in:

- Researching for marketing opportunities
- Market research
- Updating database
- Assisting with mail-outs
- Monitoring and recording of statistical data

6. Reference Library

Voluntary positions suitable for applicants with a strong interest in cataloguing and excellent attention to detail are required. Computer skills preferred but not essential (Word, Excel, InMagic).

GENERAL INFORMATION

Travelling to The Johnston Collection

The Johnston Collection is located in a residential area.

Access to The Johnston Collection is tightly controlled by a Planning Permit to operate issued by the City of Melbourne. The Planning Permit impacts on the organisation and creates particular challenges in making The Johnston Collection visible and accessible to the wider public. The Collection's permit does not allow parking of staff and volunteers cars nearby. Parking directly outside and in the vicinity of the Collection is not permitted. We strongly encourage all volunteers to arrive at The Johnston Collection by public transport.

Does The Johnston Collection provide travel assistance to its volunteers?

No, it does not. Due to the limited parking availability in East Melbourne and the restrictions of the Collection's permit to operate, there are no parking permits issued.

You are therefore expected to use public transport to arrive at the Collection for your volunteer duties. We ask you to carefully consider the financial impact that regular attendance at the Collection will have on your own budget.

A *Volunteer Guiding at The Johnston Collection* Application Form is also available online at www.johnstoncollection.org Click on Staff and Volunteers.

Volunteers – Sharing Skills, Experience & Enjoyment

The Johnston Collection was bequeathed by William Johnston (1911–1986) to the people of Victoria in 1986 and is administered as an independent not-for-profit museum by The W R Johnston Trust

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