

RMIT Design Hub Gallery is a progressive educational environment. It houses a community of architects, designers, curators and students for collaborative, inter-disciplinary design research and education. It is situated within a purpose-built, 10-storey building that also includes RMIT University's School of Architecture & Urban Design and the RMIT Design Archives. The Project Rooms at Design Hub Gallery exhibit creative, practice-led research and are open to everyone. Exhibitions at Design Hub Gallery visualise, perform and share research ideas and make new research connections.

**Position Location:**

Design Hub Gallery  
RMIT University, Building 100,  
Level 2 , Corner of Victoria and  
Swanston Streets, Carlton

**Time:**

A volunteer shift is 3 hours:  
Tuesday - Friday 10am – 1pm / 12 – 3pm / 2 – 5pm  
Saturday 12 – 3pm / 2 – 5pm

Volunteers report to Design Hub Gallery Operations Assistant, Siofra Lyons and Curatorial Assistant, Michaela Bear.

**Key Areas of Responsibility:**

- Welcome audiences in exhibition space
- Regular monitoring of the space
- Document visitor attendance
- Assist with the delivery of workshops and other associated events
- Provide visitors with directions, exhibition and schedule-specific details
- Provide visitors with general information about Design Hub Gallery and our upcoming exhibitions
- Assist in maintaining gallery safety and security
- Maintenance of the presentation of public spaces
- Administrative duties as required

**OH&S RESPONSIBILITIES**

**In the context of Occupational Health and Safety, volunteers must:**

- Follow reasonable instruction
- Co-operate with the Design Hub Gallery staff at all times
- Take reasonable care of the safety of others in the workplace

**As a volunteer you have the right to:**

- Receive accurate information about Design Hub Gallery
- A clear understanding of your role
- Know to whom you are accountable
- Be supported and supervised in your role
- Ask any staff member for help or advice with any difficulties
- Have your work valued and receive constructive feedback
- Be safe and be covered by insurance
- Have choices and the right to say no
- Carry out your role without being exploited
- Be reimbursed for agreed out-of-pocket expenses incurred while volunteering
- Be consulted on matters that effect you and your work

**As a volunteer you have the responsibility to:**

- Be reliable
- Be accountable
- Respect confidentiality
- Carry out the specified job description
- Attend training sessions and keep abreast of the latest information
- Be committed to the organisation
- Pass on feedback to staff
- Ask for support when you need it
- Provide accurate information and refer to staff when unsure
- Notify staff as soon as possible if you will not be available or are running late
- Respect the rights of staff, fellow volunteers and the general public

**I have read and understood the above information:**

Name ..... Contact .....

Signed ..... Date .....

Availability .....

**Please return the completed form to:**

Siofra Lyons  
Operations Assistant  
RMIT Design Hub  
[siofra.lyons@rmit.edu.au](mailto:siofra.lyons@rmit.edu.au)

Michaela Bear  
Curatorial Assistant  
RMIT Design Hub  
[michaela.bear@rmit.edu.au](mailto:michaela.bear@rmit.edu.au)