

RMIT Design Hub is a new kind of creative environment. It is a community of design researchers for collaborative, inter-disciplinary interaction and education, housed in a purpose-built 10-storey building. Design Hub is open to everyone. It houses a series of spaces dedicated to researching, archiving, exhibiting, discussing and critiquing design in all its phases. Design Hub is also a place to do, learn and talk about design through our programs. Design Hub houses the component parts of design research activity – the people, tools, concepts and actions – from which it fosters a culture of shared creativity. The first participants represent many different kinds of design inquiry: the Design Research Institute, the School of Architecture and Design and the Spatial Information Architecture Laboratory, the Platform Technologies Research Institute, the GEElab and the RMIT Design Archives. Design Hub also houses a Virtual Reality Centre, workshop, multipurpose room, lecture theatre and roof terrace with four pavilions. Open Warehouses run the length of the building. These are working zones for teams of RMIT and external researchers engaged in projects, many with industry, government and the community. Here they prototype, experiment, read, write, develop, discuss and assess their work. Long Rooms run in parallel, these are the exhibition and display zones for this research.

Position Location:

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

Time:

A Volunteer Shift is 3 hours:
11am – 2pm / 1pm - 4pm Tuesday -
Friday,
or 12pm – 3pm / 1pm - 4pm
Saturday.

Volunteers report to Design Hub
Exhibition Assistants Chloë Powell
and Layla Cluer, who are located in
Project Room 1 on Level 2 during
gallery hours.

Key Areas of Responsibility:

- Welcome visitors to Design Hub
- Mind the exhibition space and protect works and exhibition furniture from incorrect handling, theft and vandalism
- Answer questions from visitors
- Assist with the delivery of Public Programs
- Other relevant tasks as directed by Design Hub Staff

OH&S RESPONSIBILITIES

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

- Follow reasonable instruction
- Co-operate with the Design Hub 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
- 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 on the job
- Be consulted on matters that affect 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

Please return the completed form to:

Chloë Powell and Layla Cluer
Exhibition Assistants
RMIT Design Hub
chloe.powell@rmit.edu.au | layla.cluer@rmit.edu.au