

RMIT Design Hub is a progressive educational environment. It houses a community of architects, designers, curators and students for collaborative, inter-disciplinary design research and education 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 exhibit creative, practice-led research and are open to everyone. Exhibitions at Design Hub visualise, perform and share research ideas and make new research connections.

Position Location:

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

Time:

A volunteer shift is 4 hours:
Tuesday – Friday 10am – 2pm / 1 –
5pm
Saturday 12 – 4pm / 1 – 5pm

Volunteers report to Design Hub
Operations Assistant, Layla Cluer
and Curatorial Assistant, Michaela
Bear who are located in Project
Room 1 on Level 2 during gallery
hours.

Key Areas of Responsibility:

- Assist with the delivery of events, programs and broadcasting activity
- Greet audience and participants
- Provide visitors directions, event and schedule specific details
- Provide visitors with general information about Design Hub and our upcoming exhibitions
- Assist in maintaining gallery safety and security
- Maintenance of the presentation of public spaces
- General event operations support (some out of hours)
- 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 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

Availability

Please return the completed form to:

Layla Cluer
Operations Assistant
RMIT Design Hub
layla.cluer@rmit.edu.au

Michaela Bear
Curatorial Assistant
RMIT Design Hub
michaela.bear@rmit.edu.au