

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 3.5 hours:
11am – 2.30pm / 12.30pm – 4pm
Tuesday – Friday,
or 12pm – 3.30pm / 1pm – 4.30pm
Saturday.

Volunteers report to Design Hub
Exhibition Assistant Layla Cluer, who
is 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:

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