

**RMIT Design Hub Gallery** exists to ask questions about design’s role in the world today. Through exhibitions, conversations, performances and publications, we explore the process of design – making space to imagine, test and risk new ideas together.

Founded within RMIT University, the Design Hub Gallery has its roots in the city and in research practice. But most of all we are a public place, a zone for exploration and a platform for exchange, locally and internationally. We are an open space for discovery, questioning and experimentation.

RMIT Design Hub Gallery acknowledges the people of the Woi wurrung and Boon wurrung language groups of the eastern Kulin Nations on whose unceded lands we work.

**Position Location:**

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

**Time:**

A volunteer shift is 3 hours:  
Tuesday - Friday 11am – 2pm / 1 –  
4pm  
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 public programs
- 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 Gallery  
[siofra.lyons@rmit.edu.au](mailto:siofra.lyons@rmit.edu.au)

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