



77 Darling Street, Cowra NSW 2794 Tel: 02 6340 2190 Fax: Email: [jperry@cowra.nsw.gov.au](mailto:jperry@cowra.nsw.gov.au)

## VOLUNTEERING AT THE GALLERY

The Gallery welcomes your valued offer of volunteering. To register as a Gallery volunteer would you please complete the contact information below and circle the volunteer activities you are interested in undertaking. Gallery staff will contact you for an interview/orientation when we receive your information.

***I would like to offer my volunteer assistance to the Cowra Regional Art Gallery.***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

***I would like to assist in the following manner (please circle number/s):***

1. **Desk Duty/ Customer Service:** Greeting visitors, exhibition surveillance, providing information on exhibitions, visitor tallies, answering the phone and taking messages, tidying desk and shop area, retail shop/cash register activities (training provided).
2. **Mail Outs:** assist with preparing envelopes for mailing with information, flyers, invitations, newsletters, address labels
3. **Exhibitions (setting up/dismantling):** Helping the Director unpack crates, hang/display work, exhibition labels, dismantling exhibitions and packing crates.
4. **Catering/washing up :** Preparing platters, serving food and drinks, washing up etc. As advised in Friends update letters or by arrangement with gallery staff.

***Preferred Days (please circle) :*** Weekdays Tuesday to Friday when available

Tuesday, Wednesday, Thursday, Friday OR

Saturday (for Desk Duty) 10am-12 **\*12-2pm** 2-4pm ( \* first priority)