

VOLUNTEER APPLICATION PACK



Thank you for expressing interest in becoming a volunteer at The Condensery in Toogoolawah.

Volunteers provide an incredible service to The Condensery. They contribute extensive hours and expertise in supporting positive outcomes and enhancing the gallery's offering to visitors and our community. The contribution volunteers make to The Condensery cannot be underestimated, they dedicate their time and energy to the gallery, and without them we would not be able to present many of the programs and activities we currently do.

Becoming a volunteer can provide wonderful opportunities to contribute to the cultural life and activities in the Somerset region. You'll get firsthand experience of our amazing programs, exhibitions, events as well as meet artists and cultural professionals.

It's a great way to become actively involved in your community, enhance and continue skills development, meet and interact with people of all ages and interests, build your confidence, learn new skills and, most of all, experience art.

INTRODUCTION

ABOUT THE CONDENSERY

The Condensery | Somerset Regional Art Gallery in Toogoolawah is a unique cultural precinct, formerly home to the Nestlé condensed milk factory packing facility. The Condensery was officially opened to the public on Wednesday 2 December 2015.

Located within the Somerset region, encompassing the land of the Dungibara, Jinibara, Jagera, Yuggera and Ugarapul peoples, The Condensery is a producer and presenter of contemporary visual arts content, committed to showcasing work by living artists that diversifies the experiences, knowledge and capacity of our community and visitors. Through the presentation of exhibitions, arts education and public programs, The Condensery has become a creative and cultural hub for community and visitors.

THE CONDENSERY DELIVERS EXCEPTIONAL CREATIVE PRACTICE TO THE COMMUNITY THROUGH EXHIBITIONS, EVENTS, PERFORMANCES AND THE COMMISSION OF NEW WORK BY LIVING ARTISTS.

Owned and operated by Somerset Regional Council, the gallery supports local creatives through employment and exhibitions and provides access to professional and creative development opportunities for all.

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OUR VISION

Vibrant and transformative art experiences that inspire, surprise, challenge, and create a cohesive and connected community.

OUR MISSION

Connect the Somerset community, and its visitors, with art and artists, through dynamic contemporary art exhibitions, commissions, projects, performances, events and activities that are brave and exciting, and create space for discussion and learning.

OUR VALUES

EXCELLENCE

We are committed to offering exceptional art and cultural experiences through exhibition making, new commissions, public and educational programming. We encourage excellence at all stages of artistic practice.

ENGAGEMENT AND ACCESS FOR ALL

We offer a space for everyone where individual perspectives are encouraged. We celebrate diversity and respect social justice principles including equity, fair access and participation. We believe that through art we can know the world, each other and ourselves.

COMMITMENT TO COUNTRY AND HERITAGE

Through programming, partnership and management, we care for and enhance the unique historical narrative of The Condensery building, ensuring that the history of the site continues to be acknowledged. We acknowledge the Traditional Owners of the land on which The Condensery is built and recognise their continuing connection to Country and community.

DARE TO DREAM

We think big and aspire to evolve our programming and offerings to meet and exceed the cultural needs of our community. In our ambitions and efforts we demonstrate cultural leadership that builds the reputation of our region and its recognition further afield.

HISTORY OF THE CONDENSERY

NESTLED WITHIN EXPANSIVE GROUNDS, WITH VIEWS ACROSS A COUNTRY LANDSCAPE, THE CONTEMPORARY ADAPTIVE REUSE OF THE DILAPIDATED NESTLÉ CONDENSED MILK FACTORY PACKING SHED INTO A MULTI-MILLION DOLLAR PUBLIC CULTURAL FACILITY HAS RECEIVED MULTIPLE ARCHITECTURAL AWARDS.

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In 2014, Somerset Regional Council engaged PHAB Architects to convert the rundown remains of a factory site into a contemporary regional art gallery.

The architects aimed to preserve the building's heritage, leaving the interior of the exposed roofing iron, original roof beams, stained concrete floors and bomb shelter largely unchanged, while introducing a complex palette of pinks, reds and browns that connected to the visual history of the site.

Australia's first condensed milk factory opened in 1898 on the banks of Cressbrook creek. An initiative of the McConnel and Munro families, the factory was first known as the Cressbrook Condensed Milk Factory. The village of Cressbrook grew around the factory and with the arrival of the railway linking the town to Ipswich in 1904, the town expanded and was renamed Toogoolawah.

The prosperous factory was sold in 1907 to the Nestlé and Anglo-Swiss Condensed Milk Company of Australasia Limited and investments continued with the construction of the packing shed in 1920 and an engine room in 1927, enabling the factory to provide electricity to nearby towns.

By late 1929, the Great Depression had arrived and factories everywhere faced closure. Production of condensed milk ceased on 22 November 1929 with small scale production of unsweetened milk continuing in Toogoolawah until 1938, when the factory closed for good. Nestlé continued to use the site, particularly the bomb shelter built for document storage during the Second World War.

After a large fire destroyed the factory on 15 September 1951, the remaining buildings were sold to the local Somerville family who ran their commercial plumbing business until 2013 when Somerset Regional Council purchased the site, with assistance from the Federal Government's Regional Development Australia fund.

ABOUT SOMERSET REGIONAL COUNCIL

Somerset Regional Council was formed on 15 March 2008 following an amalgamation of the Councils of Esk Shire and Kilcoy Shire. The council has a Mayor and six Councillors, each is elected by their constituents and serve a four-year term.

This regional local government is an hour west of Brisbane and is the fastest growing local government area in southeast Queensland. It has strong agricultural, environmental, heritage and tourism values. It contains important vegetation and forest, areas of high scenic and landscape amenity and significantly, the key water catchments for southeast Queensland.

The Somerset region has an area of 5,382 sq km and includes five major townships - Esk, Fernvale, Kilcoy, Lowood and Toogoolawah. The region is home to approximately 25,000 people and is expected to grow to an estimated 34,500 by 2031.

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Somerset's neighbouring local governments are Lockyer Valley, Ipswich City, Brisbane City, Moreton Bay, Sunshine Coast, Gympie, South Burnett and Toowoomba.

Somerset Regional Council's logo represents the region's two major dams, with the larger body of water representing Wivenhoe and the smaller body being Somerset. The overall shape of the icon with the water flowing from Somerset to Wivenhoe creates the shape of a clear "S", which uniquely identifies this water graphic to be that of Somerset Regional Council.

The Condensery also offers a small visitor information centre to assist visitors to the region with maps, directions and significant sites. There are two Council-run Explore Centres in Kilcoy and Fernvale plus another visitor information centre in Esk.

VOLUNTEERING AT SOMERSET REGIONAL COUNCIL

Somerset Regional Council offers several volunteer positions including positions that support Council-run facilities including The Condensery.

RESPONSIBILITIES OF ALL COUNCIL VOLUNTEERS

- To actively participate and co-operate with other volunteers and employees of the Council on achieving common goals and outcomes.
- Comply with all relevant Council policies and procedures.
- Undertake duties in a responsible, dependable, conscientious and courteous manner.
- Provide a commitment in terms of rosters, time and regular attendance.
- Attend any training or inductions as required and advised by Supervisor / Manager.
- Ensure confidentiality is maintained with respect to all confidential and sensitive matters.
- Wear appropriate clothing, footwear and personal protective equipment at all times.
- Promptly report all incidents, accidents, illnesses and any risks to health, safety and environmental risks.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the volunteers' skill, competence and training.

RESPONSIBILITIES OF COUNCIL

- Ensure that volunteers have access to the appropriate guidelines and policies.
- Create a climate of mutual respect.
- Provide a safe and healthy work environment.
- Provide relevant corporate and site inductions that clearly outline Council's policies and safety requirements.
- Provide ongoing support, communication, direction and appropriate training as deemed suitable by the nominated supervisor.

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- Recognise the different roles, rights and responsibilities of volunteers.
- Ensure that volunteers are not used to permanently replace paid staff.



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VOLUNTEER POSITION DESCRIPTION

| | |
|---------------------|--|
| POSITION TITLE | Gallery Ambassador |
| FACILITY | The Condensery Somerset Regional Art Gallery |
| POSITION REPORTS TO | Gallery Curator |
| DATE REVIEWED | May 2022 |
| TERM | One year commitment of a minimum of 4 hours per week. Ongoing thereafter. |

ABOUT THE ROLE

The primary role of a Gallery Ambassador volunteer is to work with staff to enhance the experience of visitors to The Condensery by:

- Providing high level visitor engagement including greeting visitors, answering questions, providing information and engaging in conversation, discussion and exchange
- Undertaking impromptu conversations with groups of visitors, or scheduled tours
- Assisting at events and activities such as workshops, talks, performances, exhibition openings, changeovers or other specialised programs.

RESPONSIBILITIES

- To be available for meetings and scheduled training sessions, as required (approximately one hour per month).
- Attend regular shifts to interact with visitors, and other events and specialised programs when required.
- Maintain a high level of professionalism and excellent customer service.
- To read and research to a sufficient degree to enable conversations with visitors, assist gallery staff with activities and other events and specialised programs.
- To provide evidence of research via successful discussion and engagement with visitors.
- To practise two-way communication, listening and superior interpersonal skills.
- Assist staff with routine operational requirements including but not limited to sale of merchandise, distribution of publications, upkeep of art making station, gallery areas and resources and general administration tasks.
- To follow staff instructions in relation to practices and policies of art gallery operations, WH&S, emergency and security procedures.

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PERFORMANCE PROCEDURES

Volunteers will receive regular feedback on their performance at times established by your Supervisor/Manager. There is also an opportunity for you to give feedback into how your role at The Condensery can be improved.

A volunteer may discontinue their service as a volunteer at any time. We ask that you provide two weeks written notice of resignation. A volunteer's service may be terminated at any time if Council considers the volunteer has acted contrary to established policies, procedures and standards. Upon resignation or termination, volunteers are to return name badges and any other Council property in their possession.

| COMPETENCY, QUALIFICATION OR TRAINING REQUIRED | COMPLETED BY |
|--|--|
| Attend an initial training program of one hour. | Required prior to commencing role |
| Blue card for working with children. | Required to be applied for at commencement |
| Attend one-hour quarterly meetings at the gallery when required. | Ongoing across 12 months |
| To be available for a minimum of one four-hour shift per week, or two public programs or events per month when required. | Ongoing across 12 months |
| Keep up to date with current exhibitions at the gallery and to practise discussion and communication skills. | Ongoing across 12 months |

SELECTION CRITERIA

Essential

- Keen interest in arts and culture and commitment to promoting the work of The Condensery.
- The ability to communicate effectively and appropriately with employees of Somerset Regional Council and general members of the public.
- Ability to work in a team based environment and to promote a positive work based culture.
- Ability to follow reasonable instructions as well as use initiative skills where appropriate.
- Ability to work independently and to work a flexible roster including weekend and out of usual hours activities.
- Demonstrated commitment to Workplace Health and Safety.

Desirable

- Study/qualifications in a relevant industry course.
- Experience in a similar role or organisation.

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VOLUNTEER APPLICATION FORM

| PERSONAL DETAILS | | | |
|---|--|--------------|--|
| FIRST NAME | | SURNAME | |
| STREET ADDRESS | | | |
| | | | |
| TOWN | | POSTCODE | |
| HOME PHONE | | MOBILE | |
| EMAIL ADDRESS | | | |
| DATE OF BIRTH | | | |
| NEXT OF KIN | | RELATIONSHIP | |
| HOME PHONE | | MOBILE | |
| Are you aware of any illness or disability that may affect your ability to perform the duties of a volunteer at The Condensery? | | | |
| Yes <input type="checkbox"/> | | | |
| No <input type="checkbox"/> | | | |
| If yes, please elaborate | | | |
| QUALIFICATIONS / EXPERIENCE | | | |
| Please list any qualifications or experience that might be useful in a volunteer role | | | |
| Qualifications | | | |
| Work experience | | | |
| Computer literacy | | | |

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Other volunteer experiences

MOTIVATION AND BENEFITS

Please describe in a few sentences why you want to volunteer at The Condensery.

In a paragraph, please describe what you can contribute through volunteering at The Condensery (eg, skills, experience, personal qualities, interest).

Please describe how you think volunteering with The Condensery will benefit you.

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| BLUE CARD | DRIVERS LICENCE |
|--|-------------------------------------|
| Do you hold a positive notice blue card? | Do you hold a QLD driver's licence? |
| No <input type="checkbox"/> | No <input type="checkbox"/> |
| Willing to obtain <input type="checkbox"/> | Yes <input type="checkbox"/> Number |
| Yes <input type="checkbox"/> Number | Class |
| Paid employee <input type="checkbox"/> | Expiry |
| Volunteer <input type="checkbox"/> | |

AVAILABILITY

Please advise your availability and frequency for a roster.

| | |
|--|---|
| MONDAY AM <input type="checkbox"/> PM <input type="checkbox"/> | TUESDAY AM <input type="checkbox"/> PM <input type="checkbox"/> |
| WEDNESDAY AM <input type="checkbox"/> PM <input type="checkbox"/> | THURSDAY AM <input type="checkbox"/> PM <input type="checkbox"/> |
| FRIDAY AM <input type="checkbox"/> PM <input type="checkbox"/> | SATURDAY AM <input type="checkbox"/> PM <input type="checkbox"/> |
| SUNDAY AM <input type="checkbox"/> PM <input type="checkbox"/> | |

Comments

| | |
|----------------------|--|
| Applicants name | |
| Applicants signature | |

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| OFFICE USE ONLY | |
|-------------------------|--|
| Date received | |
| Interview call | |
| Date interviewed | |
| Appointed/Not appointed | |
| Notifying letter sent | |
| Blue card received | |
| Drivers license sited | |
| Induction / Training | |
| Notes | |