

About Us

ART ON THE MOVE is Western Australia's only organisation dedicated to touring contemporary visual art exhibitions across the regions, interstate and beyond. We challenge and encourage the interaction of contemporary artists, audiences, educators and communities within a dynamic, creative touring, professional development and learning program. Producing creative pathways for visitors and residents to explore their sense of place through art.

Volunteer Expression of Interest

ART ON THE MOVE is looking for creative, friendly and confident volunteer to join our administrative team! ART ON THE MOVE works with curators, exhibition venues and artists to develop and tour stimulating art exhibitions with engaging learning and training programs that encourages people to immerse themselves in a visual experience. This is a great opportunity for anyone wanting to learn more about the visual arts sector and gain invaluable experience in a not-for-profit environment. This is a volunteer (unpaid) position, a fixed travel cost of \$50 per week is provided.

Role and responsibilities

- Be the first point of contact for guests visiting ART ON THE MOVE in person or via phone;
- Keep up to date with programs and exhibitions at ART ON THE MOVE and our venues to provide information to visitors to the gallery space;
- General administrative duties (i.e. filling, binding, printing);
- Encouraging and advocating visitor participation in our programs (including membership);
- Act as an ART ON THE MOVE Ambassador both inside and outside the organisation;
- Database updates as required;
- Other administrative tasks as required.

Skills and knowledge required

- Good communication skills;
- Friendly, reliable and enthusiastic;
- Experience with computer programs – Microsoft Word, Excel, Outlook;
- A strong interest in the arts and culture.

Time period required

- 7.5 hours per week either over one full day or two half days per week;
- Volunteer period is negotiated with ART ON THE MOVE.

Learning outcomes and skills you will gain

- Strong communication and engagement skills;
- Insight into the opportunities and operations of a touring arts organisation;
- Administration skills within an arts environment.

As a valued member of our team, you will receive the following benefits

- Free year-long membership with ART ON THE MOVE;
- Invaluable experience working for a major arts organisation, connecting with regional galleries and venues

- across WA and the wider arts community;
- Develop new skills, connections and networks within the arts industry;
- A written reference or skill acknowledgement letter available upon request;
- Working with a major arts organisation;
- Strengthening CV and experience portfolio.

How to apply:

To submit your Expression of Interest, send the following to admin@artonthemove.art

1. Cover Letter – One page maximum telling us why you'd like to volunteer at ART ON THE MOVE
2. CV

Questions?

Contact Finance & Administration Officer Amy Eccles admin@artonthemove.com.au
or (08) 9249 3479 for any questions about the role or your application.