

# c3 Contemporary Art Space: Volunteer Program 2019



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## Organisational Context

The Abbotsford Convent Foundation (ACF) is the not-for-profit organisation that owns and operates the Abbotsford Convent on behalf of the public. Just four kilometres from Melbourne's CBD, its 11 historic buildings, gardens and grounds are spread over 6.8 hectares in a sweeping bend in the Yarra River, surrounded by the Collingwood Children's Farm and Yarra Bend Park. With a focus on arts, culture and learning, the Convent is now home to over 100 artists' studios and offices for small businesses, a radio station, cafes, a school, two galleries, and an extensive annual program of events, performances, classes, workshops and conferences.

Now in its eleventh year of operation, the Convent's c3 Contemporary Art Space has supported more than 2,000 artists and curators to experiment, develop new work and build sustainable careers in the arts. With a focus on professional development opportunities and community engagement, c3 presents an expansive annual program of exhibitions, public programs and events showcasing some of Australia's leading emerging, mid-career and established artists and curators.

Located in the basement of the Convent building, c3 is a hybrid gallery that incorporates elements of traditional publicly funded galleries and that of an artist-run model. The curatorial vision encompasses a wide range of art forms, including contemporary and experimental art, design, web based art, architecture, craft, fashion, community-based projects, performance and sound works. c3 supports projects that demonstrate new and innovative approaches towards the production of art and ideas.

## Organisational Relationship

Volunteers are a valued part of the ACF team and play a vital role in the daily operations of the Abbotsford Convent, and in particular, c3 Contemporary Art Space. Participants of the c3 Volunteer Program have the opportunity to become part of the c3 and ACF communities and support the artistic and cultural outcomes throughout the unique heritage site. This is an exciting opportunity to develop your skills, expand your networks and gain valuable experience in a leading not-for-profit arts organisation.

The position reports to the c3 Contemporary Art Space Gallery Manager. The position will be supported by the c3 Contemporary Art Space Director and the ACF Volunteer and Admin Coordinator.

## About the Role

Participants of the c3 Volunteer Program will assist with the running of c3 on weekends and opening nights, at public talks and key events, and with gallery administration tasks as required.

Volunteers play a key role in welcoming visitors to the gallery, providing them with information about exhibitions, c3 Contemporary Art Space and the Abbotsford Convent more generally. Working alongside exhibiting artists and c3 staff, volunteers are the face of the gallery and an important first point of contact for visitors.

The program will provide professional development workshops focusing on developing specific skills, including practical installation skills, curatorial practice and marketing and communications.

The 2019 c3 Volunteer Program runs for approximately 6 – 9 months, with a required commitment of 2 x weekend shifts (3.5 hours) per month, and some additional support during openings and special events. Please note, this is a voluntary, unpaid position.

## Key Outcomes

The Volunteer Program will enable participants to gain experience at a contemporary art gallery at one of Australia's most unique arts, cultural and learning precincts. The program provides an excellent opportunity for participants to work with artists and c3 staff, gain invigilation and front of house experience, and engage with a variety of c3 and ACF stakeholders, arts community and general public. Mentorship sessions held over the program will assist you to develop specific practical skills. Following a six month commitment, participants will receive a letter of acknowledgement and a reference.

## Key Responsibilities

- Open/close the gallery at the specified time
- Provide a public interface for the gallery including front of house duties, point of contact for artists, curators and visitors
- Provide visitors with information on artists, exhibitions, c3 Contemporary Art Space and the Abbotsford Convent
- Assist with administrative duties and the day-to-day running of the gallery
- Assist with gallery invigilation during opening nights
- Assist with installations as required
- Assist with tasks and research projects as required
- Maintain the gallery environment and equipment to strict professional standards

## Skills, Attributes & Experience

- Working knowledge of and passion for the contemporary arts in Melbourne
- A welcoming disposition with the ability to engage with the general public
- An interest in curating or arts management/administration
- Strong verbal and written communication skills
- Strong research and administrative skills
- Proficiency in Microsoft Office suite and Mac-based systems
- Mature, flexible and professional approach to work
- Enthusiastic, dedicated and proactive approach to new challenges
- Willingness to commit for a minimum six month duration with potential to extend

## Application Process

- A link to the application form can be found online
- Applications are due on Thursday 11 July, 5pm
- Shortlisted applicants will be contacted shortly after the closing date, with interviews to be held July 18 and 19
- You must be available 10am – 5pm 22 – 24 July, and 10am – 8pm 25 July for the Fundraiser.

*The ACF is an equal opportunity employer*