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Installation Volunteers:

- Organisation:** Centre for Contemporary Photography (CCP)
- Employment Type:** Volunteer
- Location:** Centre for Contemporary Photography
404 George Street
Fitzroy VIC 3065
- Hours:** Approximately 9 – 27 hours every 7 to 8 weeks
Exhibition installation/de-installation takes place over 1/2 week(s)
between exhibition periods. There are approximately 6 exhibitions
at CCP every year, which are generally open for a period of 7 to 8
weeks.

Position Description:

Installation volunteers work with CCP Curators, Front of House Manager, exhibiting artists and external contractors to install and de-install CCP's exhibition program by undertaking physical work and providing administrative support from time to time.

Principle Duties:

- Patching walls
- Painting
- Assisting in the handling of artwork
- Assisting in the installation or hanging of artwork
- Cleaning
- Provide administrative support from time to time (e.g. answering phones, assisting with condition reporting)

As CCP evolves to meet the changing needs of its strategic objectives, so will the roles required of its volunteers. Volunteers should be aware that this document is not intended to represent the full scope of the role.

Organisational Relationships:

Internal:

- Installation volunteers report directly to the Gallery Manager or Assistant Gallery Manager.
- Provide support to CCP staff including the Director, General Manager, Curator, Program Manager, and Design and Communications Coordinators

External:

- Assist external contactors and exhibiting artists

Applications:

To apply please complete the online volunteer form on CCP's website:

<http://www.ccp.org.au/about/volunteer>

Enquires:

Please direct all enquiries to the Gallery Manager, Linsey Gosper, at frontofhouse@ccp.org.au