

Fellowship, Mentorship and Volunteer Placement Program

2023 Volunteer Placement Guidelines

Amount available: Up to \$3,000 per placement
Closing date: 5pm, Monday 11 September 2023

The Volunteer Placement Program is a Create NSW devolved funding program, administered by Museums & Galleries of NSW (M&G NSW) on behalf of the NSW Government.

Purpose of the program

Would you like to learn new skills or develop a deeper understanding of practices that meet a need or gap within your organisation? Then you should consider applying for a Volunteer Placement.

The aim of this program is to provide volunteers with access to the expertise of larger or specialised cultural organisations. It is expected that the skills you gain will be shared with your colleagues and applied to the work you do in your museum.

The Volunteer Placement Program is open to volunteer staff from volunteer managed or small museums, galleries, and Aboriginal cultural spaces (such as cultural centres and Keeping Places) in NSW.

M&G NSW has arranged several placements with organisations across NSW (details below). Applicants can apply for a placement with one of these organisations or select their own host organisation/s. M&G NSW can provide advice if you choose your own host/s and can initiate contact with relevant organisations on your behalf. **If you choose this option, please contact M&G NSW well in advance of the closing date.**

Important COVID-19 notice: Applicants are encouraged to consider the need for flexible travel arrangements in their budgets.

Volunteer Placements available in 2024/25

Hurstville Museum & Gallery

Hurstville Museum & Gallery engages with its diverse community through a range of innovative exhibitions, education programs and services that foster creativity, celebrate local identity, and support life-long learning. The Museum & Gallery is dedicated to preserving the unique history of the St George region through its collection as well as working with the local community to develop interesting art and history exhibitions.

A placement with Hurstville Museum & Gallery could provide you with an opportunity to increase your skills in exhibition design, development, and installation; collection management; marketing and promotion of programs through social media; community engagement, and event coordination. To gain skills in programming or exhibition development, contact Hurstville Museum & Gallery to determine the most suitable times to gain experience. Hurstville Museum & Gallery can only offer one placement in 2024/25.

More information about Hurstville Museum & Gallery can be found at <https://www.georgesriver.nsw.gov.au/HMG>.

Museums of History NSW

Museums of History NSW was established on 31 December 2022 to bring together the operations of Sydney Living Museums and NSW State Archives. This new entity cares for and provides access to collections in a range of environments including house museums, historic and contemporary museum buildings. The collections care team works across all aspects of conservation and collection management for museum and archival collections and includes an extensive paper conservation lab based at Kingswood in western Sydney, a dedicated collection store at the Museums Discovery Centre Castle Hill as well as caring for collections at our museums across Sydney and Nowra. Our collections include paper documents, photographs, sculpture, paintings, musical instruments, furniture, costume, parchment, and audio-visual formats.

A placement with the Collections Care team can be tailored to meet the needs of a range of needs, areas that could be incorporated include:

- Housekeeping and conservation cleaning in historic house environments
- Managing museum environments in historic buildings
- Collection packing and moving for storage or loan
- Collection storage systems (from simple cupboards to an extensive store)
- Cataloguing and the collection acquisition process
- Preparing paper documents and photographs for digitisation
- Handling and identifying conservation needs for various collection materials
- Pest Management and mould remediation
- Disaster Preparedness and response
- Preparing archives for access by readers.

We encourage potential applicants to contact us to discuss.

There may be opportunities in other areas of MHNSW including within the Programming, Production & Audience Division where you will gain insight into multi-disciplinary team-based approaches for developing and delivering high quality museum outcomes, such as exhibitions, digital projects, public programs, learning programs and research projects. The placement can be tailored to the recipient's needs, focusing on research and access, interpretation, creative project development and management, digital projects and/or design processes.

Powerhouse

The Powerhouse sits at the intersection of art, design, science, and technology and plays a critical role in engaging communities with contemporary ideas and issues. Established in 1881, we are undertaking a landmark infrastructure renewal program, spearheaded by the creation of the flagship museum, Powerhouse Parramatta; expanded research and public facilities at Powerhouse Castle Hill; the renewal of the iconic Powerhouse in Ultimo; and the ongoing operation of Sydney Observatory.

Powerhouse is the custodian of over half a million objects of national and international significance, a collection considered to be one of Australia's finest and most diverse. The revitalisation of Powerhouse Ultimo and the launch of Powerhouse Parramatta offer the opportunity to be part of a growing dynamic and collaborative team that is redefining and reinvigorating a much-loved institution.

There are two volunteer placements available with Powerhouse in the 2024–25 financial year. These positions will be individually tailored to meet the needs of the participants and the capacity of the museum.

Collections Placement

A placement with the Powerhouse Collections team would be well-suited for individuals interested in gaining practical experience in the management of museum collections. This placement offers the opportunity to work closely with staff, assisting with cataloguing, documentation, and conservation of objects within the museum's collection.

Exhibitions Placement

A placement in the Exhibitions team at the Powerhouse is suited to individuals interested in gaining hands-on experience in presenting engaging museum exhibitions. This placement offers the opportunity to work closely with staff, assisting with various aspects of exhibition planning. You will collaborate with curators and program producers, gaining valuable insights into the process of creating meaningful museum experiences for visitors.

More information about the Powerhouse can be found at: <https://www.maas.museum/>.

Please read the description of each placement carefully as it is important that the aims of your placement are appropriate to your chosen host organisation.

Amount available

- A maximum of \$3,000 can be requested
- Funds will assist with travel, accommodation, and daily living costs. Any other costs are to be discussed with M&G NSW staff prior to submitting your application.

Timeframe

- Applications close **5pm, Monday 11 September 2023**
- No late applications will be accepted
- Unless otherwise specified, all placements must be carried out **between 1 July 2024 – 30 June 2025**.

Eligibility criteria

To be eligible to apply you must:

- Be a volunteer in a volunteer managed or small museum (maximum of 2 full-time equivalent paid staff), volunteer-run not for profit gallery, or Aboriginal cultural space in NSW.
- Be able to complete the placement between **1 July 2024 – 30 June 2025**. (Up to 10 days, which may be spread over several weeks)
- Not have previously received an M&G NSW Volunteer Placement
- Agree to abide by the Terms & Conditions of the grant program (below)
- Not have applied for, or received, Create NSW funding for the same activity.

Assessment criteria

Applications will be assessed against the following criteria

- The proposed placement/activity is appropriate to the needs of your organisation
- You are committed to sharing what you learn during the placement within your organisation and will apply your new skills and knowledge to your workplace
- The relevance of your skills to the placement aims
- Your compatibility with the host venue
- Clear beneficial outcomes.

Secondary Assessment criteria

The selection process takes into consideration

- Whether an applicant has a greater need of assistance than equally ranked applications
- Whether the applicant's organisation would benefit more than equally ranked applications.

Priority areas

Preference will be given to applications which target one or more of the following priority areas:

- People disadvantaged or isolated through COVID-19 or natural disaster
- People living in regional NSW
- People living in Western Sydney
- Aboriginal people
- Culturally and linguistically diverse (CALD)
- People living with a disability
- Young people (under 26).

The program will not fund

- People who hold permanent paid positions in regional, major state or national cultural organisations
- Applicants based outside NSW
- Applicants who have received funding through another Create NSW funding program for the same activity

- Retrospectively fund professional development placements.

Application process

As an applicant, you must:

- Contact the Training and Engagement Manager (BrenD@mgnsw.org.au or Wed-Thurs on 0458 940 002), to discuss your proposal before you submit your application
- Submit your application on the relevant [online application form](#)
- Provide the relevant support material:
 - Provide a letter of support from your museum, Aboriginal cultural centre, or management body
 - Provide a letter demonstrating endorsement by the host organisation if you have arranged your own placement (i.e., you did not choose a placement from the hosts listed in these guidelines).

Applications must be submitted via the online application form available from the M&G NSW website: <http://mgnsw.org.au/sector/funding/grants-we-administer/placement-programs/volunteer-placements/>.

Please contact the Training and Engagement Manager on 0458 940 002 (Wed-Thurs) if you do not have reliable access to the internet or are experiencing difficulties using the online application form.

After the closing date M&G NSW will send you an email acknowledging your application. **It is your responsibility to contact M&G NSW if you do not receive this acknowledgement.**

Assessment process

- Eligible applications will be assessed by an assessment panel consisting of professionals from the NSW museum, gallery, and cultural space sector. Host venues will also be consulted during the assessment process.
- The decisions of the assessment panel are final. A new panel is convened for each year.
- M&G NSW will endeavour to notify applicants of the assessment outcome within 13 weeks of the closing date.

Payment Details

- The grant payment will be made to you OR your organisation. Funds will not be available until the grant acceptance documentation is completed.
- Please be aware that this grant is considered income and should be reported in personal income tax returns.
- Insurance must be arranged to cover the period of your placement (e.g. the Work Experience insurance offered by [AON](#)). M&G NSW can assist with this process; however, proof of insurance must be provided prior to your placement.

Terms & conditions

Applicants must abide by the following terms and conditions of the Volunteer Placement program:

- All grant funding must be expended as per the approved budget.
- Any unused grant money will be returned to M&G NSW.
- M&G NSW and Create NSW must be publicly acknowledged as supporting the project by using the appropriate logos and text acknowledgement on all printed and/or electronic material produced in relation to the funded activity. This includes publications, invitations, banners, websites and any printed or electronic material. Any products developed as a result of the funded activity must also carry the M&G NSW and NSW Government logos and acknowledgments.

The following written acknowledgement must accompany the NSW Government logo:

This project is supported by Create NSW's Fellowship, Mentorship and Volunteer Placement Program; a devolved funding program administered by Museums & Galleries of NSW on behalf of the NSW Government.

The logos and written acknowledgement should be placed in a position appropriate to the level of support. Logos and style-guides are available from the M&G NSW Communications Coordinator on 02 9252 8300 or email comms@mgnsw.org.au.

- Successful applicants are required to submit an acquittal report within two months of the project's completion. The acquittal includes:
 - A financial report using the acquittal form provided by M&G NSW
 - A written report using the acquittal form provided by M&G NSW. The report will include an overview of the placement and the resulting benefits to the individual and their museum or Aboriginal cultural centre.
 - Photographs can also be included with the acquittal where available and should represent your placement activities.
- M&G NSW may use all or part of your acquittal report in marketing material and promotion of the Fellowship, Mentorship and Volunteer Placement Program.