

## Fellowship, Mentorship and Volunteer Placement Program

### 2024 Volunteer Placement Guidelines

Amount available: Up to \$3,500 per placement  
Closing date: 5pm, Wednesday 18 September 2024

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.

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#### 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.**

Applicants are encouraged to consider the need for flexible travel arrangements in their budgets.

## Volunteer Placements available in 2025/26

### Museums of History NSW

Museums of History NSW (MHNSW) cares for and provides access to collections in a range of environments including house museums, historic and contemporary museum buildings. A volunteer placement with MHNSW can be taken across various teams within the organisation depending on the learning needs of the volunteer and the capacity of the relevant team. These can include Collections Care, Learning, Exhibitions or Public Programs.

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 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.

A placement with either the Programs or Exhibitions teams can also be tailored around these areas:

- Assisting co-ordinating of a major Museum of Sydney temporary exhibition including project team meetings, graphic content, props/collection objects and liaison with design, audio visual, and Marketing.
- Assisting development and production of a public program at either Museum of Sydney, Hyde Park Barracks, Vaucluse House, or Elizabeth Farm including logistics, artistic liaison and delivery.

Museums of History NSW can offer up to two volunteer placements in 2025/26.

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

### **Amount available**

- A maximum of \$3,500 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, Wednesday 18 September 2024**
- No late applications will be accepted
- Unless otherwise specified, all placements must be carried out **between 1 July 2025 – 30 June 2026**.

### **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 2025 – 30 June 2026**. (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 effected by natural disasters
- 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 via email [dalem@mgnsw](mailto:dalem@mgnsw) or (02) 5663 2337 (Wed-Fri) to discuss your proposal before you submit your application
- Submit your application on the relevant <https://artsnsw.smartygrants.com.au/MGNSWplacementprogram2024>
- 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 Smarty Grants 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 if your organisation does not have appropriate cover (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. Please email [comms@mgnsw.org.au](mailto:comms@mgnsw.org.au) or call (02) 9270 3100

- 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.