



Volunteer Role Description

Role Title	Front of House Volunteer
Supervisor	Administration & Finance Manager
Location	241 Melbourne Street, North Adelaide, SA 5006
Duration of Role	Ongoing
Hours	Various (Tuesday – Saturday)

Purpose of Role

The role of the Front of House Volunteer is to welcome visitors to the gallery, engage with them and help them have an enjoyable and memorable experience. It also involves taking payment for tickets and merchandise sold, operating the cloak check, and assisting on tours, whilst keeping the museum presentable.

David Roche Gallery Overview

The David Roche Foundation was established in 1999 by the late Mr David J Roche AM (1930-2013) to be the recipient and custodian of the exceptional collection of antiques, paintings and objets d'art accumulated by him over his lifetime and to be preserved for future generations. David Roche's home, *Fermoy House* on Melbourne Street, North Adelaide and the new, adjoining building, constitute the exceptional art institution known as David Roche Gallery and make the collection accessible to the public.

The magnificent pieces contained in the collection, particularly those from past centuries, are presented in an opulent manner, reminiscent of how David lived in *Fermoy House*. By contrast, the Gallery's temporary exhibition space is an opportunity to experience aspects of his collection through thematic displays.

Key Tasks

- Ensure the gallery is presentable and ready to receive visitors
- Greet visitors, welcome them into the gallery and engage with them
- Check tickets and check bags into the cloakroom
- Assist on tours supporting the Guide and to also provide a security presence
- Take payment for tickets and merchandise sold
- Maintain a high level of customer service

What you will gain from this role
• Develop your skills and experience within a gallery setting • Working with a friendly team • Interacting with local, national and international visitors • Enhancing your communication skills • Learning about fine arts and history relating to the collection • Personal satisfaction of helping visitors have an enjoyable and memorable experience • Volunteering in a beautiful environment
Skills & Knowledge
• Friendly and approachable with the ability to interact positively with people • Good communication skills • Reliable • Good time-keeper • Flexible • Well presented • Comfortable working as part of a team
Desirable but not essential
• Previous experience in a similar or related role • An interest in antiques and fine art
Training & Additional Requirements
• Volunteers are required to undergo a police check prior to commencing the role • Volunteers will receive training to carry out the role • Volunteers should be well-presented in a smart but casual appearance. It's advisable to wear comfortable shoes as you will be mostly on your feet
Additional Information
• Volunteers are responsible for their own travel arrangements and costs to and from the gallery • Volunteers are to provide their own food
How to Apply
• To express interest in the role, or for more information, please contact jaynebailes@rochegallery.com.au