We are currently seeking volunteers in the areas of registration, curatorial and design / production management.

**Registration**
Students will work with the Senior Registrar and registration team on the preparation and management of the UQ Art Collection. Responsibilities could include:

- Keeping up-to-date hard copy and digital records on artworks in the Collection;
- Assisting with copyright requirements for the reproduction of works in exhibition catalogues, promotion materials and the UQ Art Museum online catalogue;
- Assisting with the handling, packing, documentation and condition reporting works of art in different media: paintings; works on paper; photography; sculpture; and film-based works;
- Assisting with the preparation of works of art for exhibition, including conservation, framing, and installation; and
- Assisting with other registration projects, including: outgoing loans; collection access; on campus program; stocktake; and storage of works.

**Curatorial**
Students will gain experience in a range of curatorial duties, assisting the Associate Director (Curatorial), the Curator and the Curatorial Assistant to research, present and interpret artworks in The University of Queensland Art Collection and, on occasion, artworks in travelling exhibitions from other collecting institutions. Responsibilities may include:

- Researching artworks that will be included in exhibitions or proposed for acquisition;
- Assisting with collection-based research for the purposes of documentation and/or relating to collection development; and
- Writing a range of texts, including acquisition rationales, exhibition labels and information communicated through social media platforms.

**Design / production management**
Students will work with the Production Manager on the design of exhibitions and publication materials. Responsibilities could include:

- Assisting with the design of hard-copy and online exhibition catalogues, brochures, mastheads and other materials;
- Assisting with exhibition design;
- Helping with the installation of artworks and exhibitions.

**How to apply:**
- Please send your CV and a brief statement outlining what you’re studying, the area you’re interested in, and why you’d like to volunteer with the UQ Art Museum to:
  Beth Porter
  Finance & Administration Coordinator
  +61 7 334 68708
  b.porter@uq.edu.au
- If you wish to volunteer in curatorial, please also include a 500 word sample of your writing. This can be published or unpublished (e.g. piece of assessment).

**Applications close:** 5pm, 12 March, 2017

Volunteers will be asked to commit to these roles for a minimum of seven hours per week for six months, with flexibility around start and finish times.
All volunteers must be current UQ students or recent graduates (within six months of graduation).

New volunteers and prospective candidates for these positions will be given the opportunity to attend Masterclass intensives at the UQ Art Museum during the Semester 1 mid-semester break (17 – 21 April, 2017).

Masterclasses will focus on various aspects of art museum practice in areas such as registration, curatorship, education, public programming and exhibition design.

Potential candidates for these positions may be identified through the Masterclass process, although attendance is not compulsory. More details about the Masterclasses will be made available closer to the time.