



# Riverton Light Gallery Volunteer Registration Form

54 Torrens Rd, Riverton SA 5412 <https://www.rivertonlightgallery.com/> 08 8842 6400

The Gallery is proposed to open every Friday to Sunday, 11am to 4pm (potential to be open on public holidays, depending on volunteers' availability)

## About the Gallery

Established in 2007, Riverton Light Gallery showcases artworks by renowned South Australian artists Robert Hannaford and Alison Mitchell where part of the space functions as a sculpture studio. Featured in exhibitions are a selection of oil paintings, works on paper, sculpture and prints, available to purchase online or at the gallery.

## Background + Opportunity

After a review of the arts and cultural entities of the Clare & Gilbert Valleys, the Riverton Light Gallery was identified as an underutilised asset in our community. Currently the gallery opens on the last Sunday of the month with personnel resources being the main barrier to opening more regularly. It has been recommended that the gallery be open weekly - Friday to Sunday, 11am to 4pm, commencing end of April or early May (opening date will be announced late March). This project has the potential to increase visitation and encourage tourism activities throughout the region, benefiting local businesses.

In preparation for this, the Riverton Light Gallery welcomes your valued offer to volunteer. Processes are currently being implemented to improve the visitor viewing experience and to provide a comfortable environment for volunteers.

To register your interest as a Gallery volunteer, please complete the information below. We will contact you for further interview/orientation if your application is successful.

## Key Responsibilities

Your key responsibilities will be:

1. Open/close the Riverton Light Gallery entrance and de-activate/activate the alarm
2. Switch lights on/off and open/close the internal gallery doors
3. Erect/remove external signage
4. Welcome visitors and provide general information on the Gallery, exhibitions, special displays and works of art
5. Identifying and reporting maintenance and repair issues
6. Record gallery attendance figures
7. Basic cleaning
8. Assist with gallery events such as exhibition launches and planned visits by schools and community groups
9. Attend training and safety courses (if required)
10. Potential sales of books, cards and catalogues. Artwork sales will be managed by the artists directly.

## Experience

No experience is necessary, just an appreciation of art and willingness to greet visitors with a friendly smile and provide general information as required.

Document Title:	Riverton Light Gallery Volunteer Registration Form	Issue Date:	03/03/2023	Version 1.0
Author/Reviewer:	Cecilia Wang	Review Date:	03/03/2028	Page 1 of 2
File Path:	\\cgv-c-fs01\data\5. Development & Community\Culture\22-23\The Light Gallery\RLG Volunteer Registration Form v1.0.docx			
This process is uncontrolled when printed.				

This is a wonderful opportunity to be an ambassador for our region, to be part of a dedicated volunteering team and to support a key tourism offering in your local community.

**VOLUNTEER FORM:**

I would like to offer my volunteer assistance to the Riverton Light Gallery:

**Applicant Detail**

Name			
Address		Postcode	
Email			
Phone			

**Emergency Contact**

Name	
Relationship	
Phone	

**Medical Condition**

Do you have any medical condition(s) or disability which may affect the type of volunteer work being undertaken?  Yes  No

If yes please provide details below:

--

**How many shifts would you prefer to be allocated?**

- 1 per week                       1 per fortnight                       1 per month

**Best Availability**

Please tick all time slots below that you are usually available to fill. The total number of shifts allocated will not exceed your preferred regularity as indicated above.

- Friday                                       Saturday                                       Sunday

The volunteer schedule is usually prepared one month in advance. Volunteers are asked to remain committed to their allocated shifts as it can be difficult to source a replacement at short notice.

I confirm that the information provided on this form is true to the best of my knowledge and I am fit to undertake the duties outlined in this form.

Please complete this form and return via email [cwang@cgvc.sa.gov.au](mailto:cwang@cgvc.sa.gov.au) to register your interest in volunteering.

If you have any questions, please contact Cecilia Wang 08 8842 6400 or email [cwang@cgvc.sa.gov.au](mailto:cwang@cgvc.sa.gov.au)

Document Title:	Riverton Light Gallery Volunteer Registration Form	Issue Date:	03/03/2023	Version 1.0
Author/Reviewer:	Cecilia Wang	Review Date:	03/03/2028	Page 2 of 2
File Path:	\\cgvc-fs01\data\5. Development & Community\Culture\22-23\The Light Gallery\RLG Volunteer Registration Form v1.0.docx			
This process is uncontrolled when printed.				