

## Work Experience Information Kit and Application Form

The Museum is a dynamic environment in which recently learned skills and knowledge gain relevance. Through work experience students will have the opportunity to:

- Observe a variety of work being done
- Undertake supervised work appropriate to the student's skill level
- Gain a realistic understanding of workplace practices and issues

### What will you learn during Work Experience at NERAM

While doing work experience at NERAM you will engage with young visitors to provide enhanced access to the gallery spaces. The role is a good opportunity to gain skills operating in a 'hands on' role in a public environment. Each day's activities will vary but you will be negotiate a program of work for the day and will de-brief with the supervisor each afternoon.

This position is ideal for students wishing to gain experience in Museums, Entertainment, Tourism, Events, Education and Visitor Services.

### Tasks Students Perform

- Assisting volunteers and staff with the Museum's Public Programs
- Welcoming and directing visitors to the Museum
- Assist Education staff with operation of holiday programs
- Assisting staff in the Museum of Printing.

### Times available

- **Days:** Work Experience is offered during NSW School Holiday Periods and during term times by negotiation. **Please note:** Museum is closed to the public on Mondays
- **Hours:** Weekdays 10:00am – 5:00pm

### Supervision

Students are part of the Volunteer Program and overall pastoral supervision is provided by the relevant section staff member or volunteer team. While working in the Museum students are supervised by Education and Front of House Staff.

## **Clothing**

Students should wear neat, clean and appropriate clothing (smart casual).

## **ROLES AND RESPONSIBILITIES**

The Museum expects that students will perform tasks to the best of their abilities and remain loyal to the values, mission, goals, policies and procedures of the museum.

Students will be provided with:

- Details of tasks to be performed
- Safety Regulations
- Hours of work and breaks
- Effective supervision
- Appropriate guidance and training

As with any work experience program, the request to participate in work experience at the Museum must be made in consultation with the student's school, TAFE College or University.

Students have no claim on the Museums' Workers Compensation Insurance, therefore participating schools, TAFE colleges must provide details of student insurance cover before the placement begins.

Further information, please contact

The Operations Manager

PO Box 508

Armidale NSW 2350

Phone: 02 6772 5255

Fax 02 6771 2397

Email: [office@neram.com.au](mailto:office@neram.com.au)



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## Work Experience Application Form

Date of application:

### Personal details

First & Last name:

Date of birth:

Phone – Home:

Mobile:

Email:

School/TAFE/University:

School/TAFE/Uni contact name and phone no:

Please list any health limitations:

**Dates for 5 day work experience** (*Students must volunteer for a total of 5 days. Hours are 10:00am – 5:00pm*)

Which school holidays:

What dates:

Resume is attached with this application : Yes No

### Emergency Details (in case of an emergency during training/ volunteering)

Emergency contact name:

Emergency contact number:

Relationship to you:

### Skills and Interests

Please list relevant work experience, volunteer experience, you have:

Please list any other abilities you consider relevant:

All details are confidential and used for administrative purposes only.

**Please send completed form to: The Operations Manager**

**PO Box 508, Armidale NSW 2350. Phone: 02 6772 5255. Fax 02 6771 2397. Email:**

**office@neram.com.au**