GARDEN VOLUNTEER

Position Description

Reports to  
Head Gardener & Caretaker

Department  
Gardens

Salary  
Volunteer Role

Term  
Ongoing

Start date  
TBC

About Heide

Heide Museum of Modern Art (Heide) offers an inspiring, educational and thought-provoking experience of modern and contemporary art, architecture, social history and gardens. Heide presents 10-14 exhibitions per year, across five galleries, with associated publications, public and education programs. The Heide Collection comprises nearly 2,500 works in all media, and includes a significant representation of Australian modern art by key artists from the 1930s to the 1950s. It offers a perspective on modern and contemporary art practice, as well as Heide history.

About Gardens

The gardens at Heide Museum of Modern Art are as integral a part of the visitor experience as the artworks themselves. The six and a half hectares of gardens are an ever-varying, tranquil environment of majestic trees, shrubs, flowering plants and paddocks that extend down over the river flats to the banks of the Yarra River. Planting types include native and introduced species, herbaceous beds and vegetable gardens.

Under direction from the Head Gardener, the Museum's Garden Volunteer Program aims to develop a team of dedicated individuals a broad, general understanding of the maintenance of a heritage garden.

About this Position Description

This position description is intended to provide an overall view of the role and may change from time to time.

Application Instructions

Applications must include an application form, brief resume and document addressing the Key Selection Criteria of the Position Description (no longer than half a page per criterion) and be submitted to: volunteer@heide.com.au

Due date for application will be notified nearer the time of the recruitment. Please state ‘Garden Volunteer Application’ in the subject line.

OR apply in writing to:

Visitor Services & Volunteer Program Manager
Heide Museum of Modern Art
7 Templestowe Road, Bulleen Victoria 3105
Primary focus of the position
To assist in the routine maintenance of key areas of the Heide Museum grounds, including general maintenance in the Heide I Gardens, Heide II Kitchen Garden and Rose Walk, the Sculpture Park and across the site.

Duties

Garden Maintenance
Under direction, assist the Heide garden staff in the care, maintenance and presentation of the gardens and public spaces at Heide to the highest standards, including:

- Weeding
- Dead heading
- Sweeping
- Pruning
- Soil improvement
- Plant identification
- Plant cultivation

Customer Service
Provide a courteous, comprehensive and efficient information service to visitors.

Security and Safety
Maintain vigilance and enforce regulations governing the protection and security of:

- visitors and staff
- gardens and works of art
- In the event of an emergency, assist with the Museum’s emergency response procedures

Occupational Health and Safety (OHS)
- Take reasonable care to maintain your own health and safety and that of other volunteers, staff, visitors and contractors
- Comply with all safe work practices and procedures that are adopted, developed, designed or otherwise implemented at the workplace and not interfere with or damage safety related equipment
- Report all hazards, incidents, accidents and near misses directly to your supervisor or through the hazard and incident reporting system

Heide Membership
Provide friendly, comprehensive and efficient information services to new and existing Heide Members

Ongoing training
On the job training and access to exhibition briefings, briefing notes and other training opportunities
GARDEN VOLUNTEER

Position Description

Key selection criteria

To achieve the purpose of the position, the following attributes are required:

- Certificate III in Horticulture or higher qualification
- Demonstrated experience in horticulture/gardening
- Demonstrated ability to understand and follow instructions and work under supervision and in a team environment
- Demonstrated well developed interpersonal and communication skills and capacity to communicate via email
- Understanding of the needs of garden visitors and members of the general public
- Ability to work outdoors and use garden tools
- An appreciation for cultural diversity and an ability to work with people from diverse backgrounds

Other relevant information

- Applicants must be willing and capable to undertake a physically demanding role in an outdoor environment. Reasonable physical health and mobility is essential as Heide is a hilly site with limited access for those with impaired mobility.
- A minimum commitment of one 3 hour shift per fortnight is required
- Shifts are first and third Thursday of each month: 10am - 1.00pm
- Following the completion of training, the successful applicant will be subject to a three month probationary period
- Volunteers will work under the supervision of Heide garden staff.
- Garden volunteers will not use chemicals or machinery.
- Garden volunteers must supply their own hats and gloves.
- Training will be provided via induction and on the job. Exhibition briefings are available as exhibitions change.
- The successful applicant will be required to undergo a Victoria Police Issued National Police check at the expense of the Museum