

BUILDING VOLUNTEER

Building Volunteer Reports To:	Precinct Manager
Role Type:	Volunteer
Shift length:	Half day (either Saturday or Sunday)

THE POSITION

Since 2008, the **Open House Melbourne (Open House) Weekend** has quickly grown to become one of Melbourne's most widely attended cultural events. With over 200 buildings opening their doors to visitors from across the state, Open House is a much loved annual event. None of this would be possible without our passionate volunteers.

Volunteers are the backbone of the Open House model. Without your generous support, our programs simply could not run. The public's primary interaction with Open House is you! Your passion and enthusiasm for the program ensure a successful day for all.

Open House volunteers are vital for ensuring visitors have the best possible experience by providing building access, tour guidance and answering questions. In return, our volunteers receive front of queue access, a uniform kit, a free copy of the printed program (RRP \$25) and invitations to special events and tour opportunities throughout the year. We need over 800 volunteers to make this year's event possible, and we'd love for you to join us!

RESPONSIBILITIES

1. Preparation

Each Open House volunteer will be allocated one building within one of the precincts where they will complete their shift. You will receive your building allocation in the weeks leading up to the weekend. It is expected that you will:

- Research your building both with the details provided in the Open House Program as well as additional research on the history and the significance of the building
- Understand your buildings location within the precinct, the neighbouring buildings and other offerings in the precinct
- Attend the volunteer training session and receive your kit

2. On the day

Most importantly, the success of the Open House Weekend relies on you turning up, prepared for both the visitors and the weather, and with an enthusiastic attitude. In addition, you are expected to:

- Communicate with your Precinct Manager.
- Be aware of any incidents/concerns and report to your Precinct Manager
- Be friendly and welcoming to visitors, fellow volunteers and building staff

Responsibilities may include

- Welcoming and directing visitors
- Counting patrons
- Queue management
- Tour management
- Promotion of nearby buildings and other program elements

Open House Melbourne is largely a volunteer-run event, now with an expanded year-round program, including regions outside Melbourne. As a continuously growing, highly valued Victorian event, there will exist further opportunities to volunteer throughout the year.