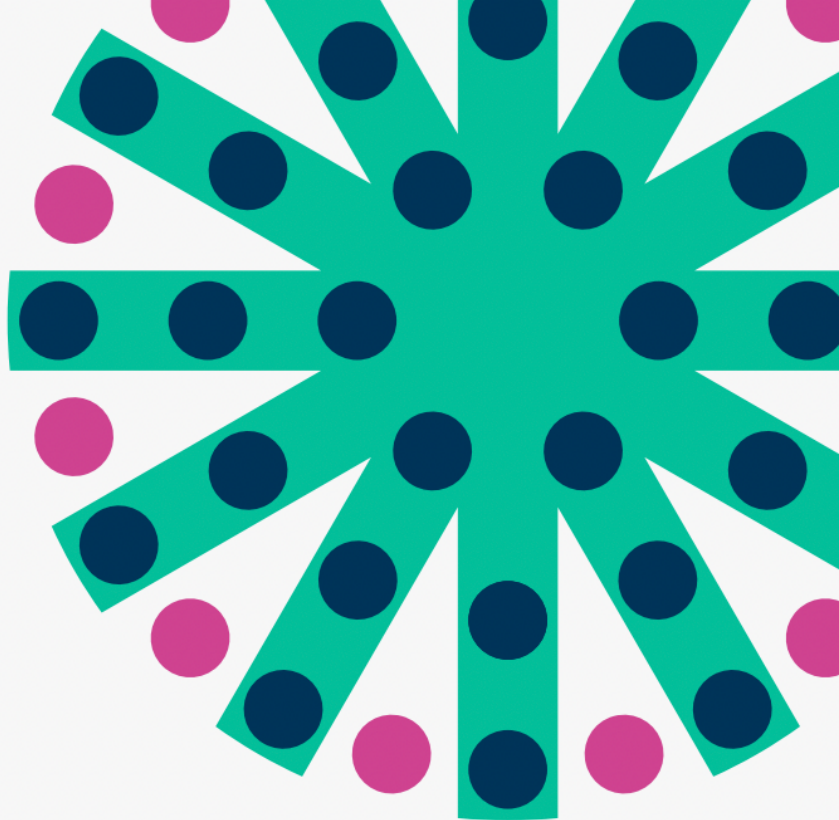


Award Guidelines

Volunteer of the Year



The Victorian Museums and Galleries Awards recognise and celebrate excellence across the sector. They seek to reward presenting and collecting organisations and the individuals who support and strengthen Victoria's creative and cultural industries through outstanding work and a commitment to best practice.

INTRODUCTION

The Volunteer of the Year Award recognises the invaluable contributions of volunteers to the museum and gallery sector. This award celebrates the hard work and dedication of volunteers who have made a significant impact on their institution and the community they serve. Volunteers play a crucial role in the sector, providing support in a variety of areas such as education, programming, and visitor services. This award celebrates the efforts of individuals who go above and beyond in their role as a volunteer to make a positive impact on the sector and the diverse communities it serves.

ELIGIBILITY

All paid staff working in Victorian presenting and collecting organisations are eligible to be nominated in the 2023 Change-maker of the Year Award. This includes all public museums and galleries, archives, zoos, botanical gardens, historical societies, libraries, Keeping Places, science centres, and any other organisations that acquire, conserve and exhibit arts and cultural material. Nominations must address 3 assessment criteria from the list, and the nominees must be currently volunteering or have completed their volunteer role within the past 12 months.

ASSESSMENT CRITERIA

The following provides a comprehensive list of criteria against which a nominated individual will be assessed and scored. Submissions must respond to 3 of the assessment criteria listed:

- 1. Commitment:** The volunteer demonstrates a long-term commitment to volunteering in the museum or gallery sector. This could include sustained volunteering over a period of years.
- 2. Creativity:** The volunteer demonstrates a creative approach to their volunteering activities. This could include developing new programs or activities, or finding innovative solutions to challenges faced by the museum or gallery.
- 3. Impact:** The volunteer has made a significant impact on the sector. This could include increasing visitor numbers, improving the quality of visitor experiences, or contributing to the preservation of valuable artefacts or works of art.
- 4. Leadership:** The volunteer demonstrates leadership skills, such as inspiring and motivating others to get involved in volunteering activities, or taking on a leadership role within the volunteer team.
- 5. Collaboration:** The volunteer demonstrates an ability to collaborate effectively with others, such as museum or gallery staff, fellow volunteers, or community partners.
- 6. Diversity & inclusion:** The volunteer demonstrates a commitment to diversity and inclusion, such as volunteering for programs or activities that reach underrepresented or marginalised communities.
- 7. Continuous improvement:** The volunteer demonstrates a willingness to learn and grow in their volunteering activities, such as seeking feedback and taking steps to improve their skills or knowledge.
- 8. Ethics & values:** The volunteer demonstrates a commitment to ethical behaviour and values, such as honesty, integrity, and respect for others.

SUBMISSION CRITERIA

Submissions must include:

- Nominee details:**
Including name, position, and associated organisation
- Nominator details:**
Including name, position and contact details
- Assessment criteria:**
Outline individual achievements, addressing each assessment criteria (max 200 words each)
- Supporting documentation:**
Three (3) high-resolution images (minimum)

SUPPORT MATERIAL

The following is a list of both required and optional supporting material:

Images (required):

Attach three (3) high-resolution (300dpi) digital images as separate files, which may be used for promotional use. Please ensure that permissions have been sought prior to uploading images, and be sure to provide:

- Credit details (photographer and, where relevant, artist details)
- Brief caption
- Requirements for cultural sensitivity warning, if applicable

Other (optional):

Provide up to three (3) pages of material that supports the nomination. This can include press clippings, publications, letters of support, other industry awards, etc.

ADDITIONAL INFORMATION

- Individuals must be currently volunteering or have completed their volunteer role within 12 months prior to the closing date (3 July 2023).
- Individuals are permitted to self-nominate.
- In all matters relating to eligibility, the decision of the organisers is final.
- In all matters relating to assessment, the decision of the judges is final.

HOW TO SUBMIT

All nomination forms and support material must be submitted online by 5pm on 3 July 2023. You will receive an email confirming that your nomination and support material has been received. If you DO NOT receive this after you have submitted your application, please contact either AMaGA Victoria or PGAV via the details provided below.

QUESTIONS

We are here to help! For any general nomination or submission advice please contact:

AMaGA Victoria:

Michelle Fracaro, mfracaro@amagavic.org.au

PGAV:

Anne Robertson, anne.robertson@pgav.ngv.vic.gov.au