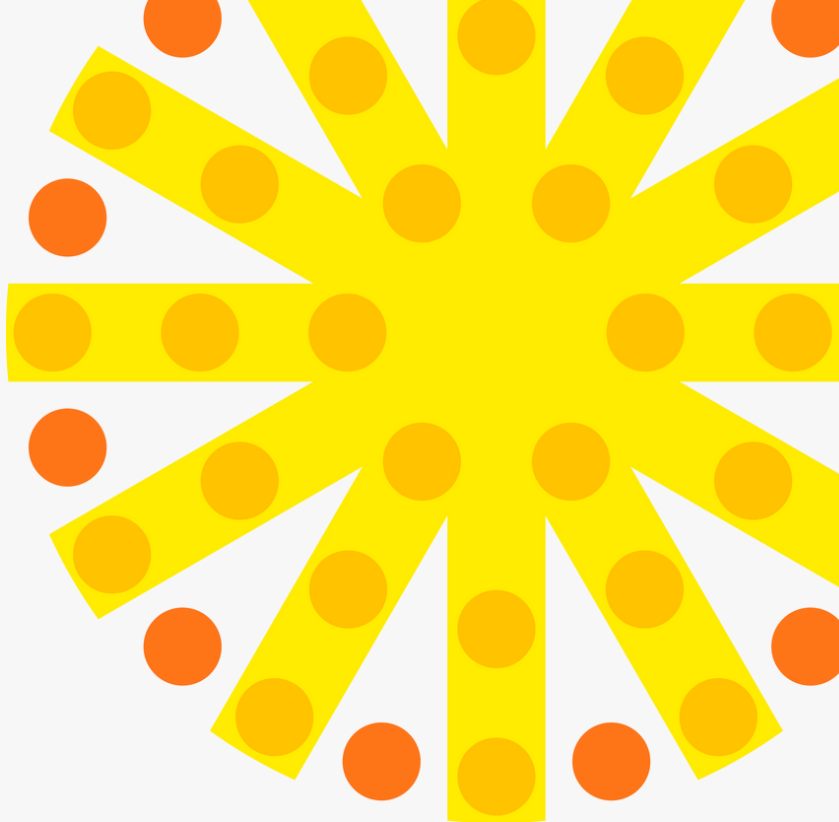


Award Guidelines

Volunteer of the Year



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 volunteers working in Victorian presenting and collecting organisations are eligible to be nominated for the Volunteer 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 all assessment criteria, and the nominees must be currently volunteering or have completed their volunteer role between July 2024 and December 2025.

ASSESSMENT CRITERIA

The following are the criteria against which a nominated individual will be assessed and scored:

- 1. INNOVATION:** The volunteer demonstrates an innovative approach to their volunteering activities. This could include developing new programs or finding creative solutions to challenges faced by the museum or gallery.
- 2. IMPACT:** The volunteer has made a significant impact on the sector. This could include increasing visitor numbers, improving the quality of visitor experiences, or facilitating collaborative engagement or initiatives.
- 3. 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.

Be advised that nominations will also be assessed on **application quality**. Judges will consider accuracy and clarity of writing, relevance of support materials, as well as effectively demonstrated outcomes.

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 between July 2024 and December 2025.
- 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 via the online form by **5:00 PM on Friday 27 February 2026**. You will receive an email confirming that your nomination and support material have 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