# POSITION DESCRIPTION

**Position: Tour Guide (Volunteer)**

**Location:** Melbourne, VIC

**Reports to:** Volunteer Coordinator

# BACKGROUND

The Islamic Museum of Australia (IMA) provides educational and cross-cultural experiences and showcases the artistic and cultural heritage of Muslims in Australia and in Islamic societies abroad. It aims to foster community harmony and facilitate an understanding of the values and contributions of Muslims to Australian society.

We rely on our volunteers to help us carry out the important work we do in bringing communities together. From the friendly faces that greet you at reception, to our enthusiastic tour guides and creative art workshop assistants – we have a role at IMA to suit everyone, irrespective of cultural or religious background.

# POSITION SUMMARY

The IMA is seeking imaginative, enthusiastic and engaging Tour Guides to join the team and play a key role in connecting and inspiring our school and adult visitors. This position is responsible for:

* Conducting guided tours of the museum in an approachable, inclusive manner
* Communicating clearly and confidently to a diverse range of audiences
* Partaking in logistical tasks and basic customer service as required for the role
* Enhancing the IMA visitor experience by providing information on the museum, its exhibitions, and programs

# COMMITMENT

2-4 hours on a weekday once per week. Tours are usually on an ad hoc basis and run between 10.00am - 3.00pm Monday to Friday. A minimum commitment of 6 months requested.

The rostering of hours and days will be negotiated to meet the availability of the volunteer and the museum’s requirements.

# SKILLS, EXPERIENCE & ATTRIBUTES

* Enthusiastic, confident and friendly with good communication skills
* Excited to engage with museum visitors of different ages and backgrounds
* A broad appreciation for arts and culture and a genuine interest in sharing Islamic arts, culture, and history with the wider community
* No prior experience or knowledge is necessary, the Museum will provide you with

the training and information needed

# WHAT IMA CAN OFFER

* Gain work experience in a state-of-the-art museum
* Develop your public speaking and community engagement skills
* Foster a stronger and deeper understanding of Islam
* Participate in professional development workshops hosted by esteemed speakers
* Apply for the [IMA Patron’s Fund](https://www.islamicmuseum.org.au/ima-patrons-fund/) or [Australian Muslim Academic Scholarship Program](https://www.amasp.org.au/) (upon meeting criteria)

# APPLICATION PROCESS

If you would like to join our team, please fill out the volunteer form on our website [islamicmuseum.org.au/volunteers/](https://www.islamicmuseum.org.au/volunteers/). We would love to hear from you!

Potential volunteers will be invited to an interview to discuss the role, learn more about the Museum and ask any questions to ensure it is suitable for you.

The incumbent must have a valid **Working with Children Check** and **Police Check** prior to commencing the role. Applicants aged under 18 require parental consent.