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GOLDEN DRAGON MUSEUM POSITION DESCRIPTION

Position Title:	Arts Worker Intern (Casual)
Hours of Work:	As agreed on a casual basis including weekdays, weekends and public holidays
Remuneration:	\$33.85/hour (Adult base rate) plus superannuation. Grade 2, Amusement, Events and Recreation Award
Reports to:	Chief Executive Officer

SUMMARY

National Chinese Museum of Australia Limited, trading as Golden Dragon Museum, is the Chinese cultural centre of Australia. Opening in 1991 the Museum exists to document, interpret and preserve the Chinese heritage in Australia on a not-for-profit basis. Visitors attend the Museum daily to view the prestigious collection and to learn about Chinese culture and multiculturalism in Australia. The Museum hosts a diverse group of visitors from school groups to tourists and houses a souvenir shop for visitors to purchase a range of mementos and gifts.

The Museum team is comprised of a small group of professional staff and volunteers and is led by the Chief Executive Officer (CEO). The team is collaborative, nimble and embraces the busy atmosphere.

This is a fixed-term opportunity funded by the City of Greater Bendigo to provide especially new graduates or emerging arts workers an opportunity to develop their skills and experience. It is anticipated that the successful applicant will work up to 55 hours, notionally one day a week from late November and into December 2026 and then various days through January 2027.

POSITION OBJECTIVES

The Arts Worker Intern works primarily with the CEO in developing, programming, contracting, marketing/promoting, and ticketing the 'Summer at the Museum 2027' program (through November – December 2026) and then delivering it (in January 2027).

The Arts Worker Intern will liaise closely with the Visitor Experience Officer and other Museum staff to ensure that the 'Summer at the Museum' program aligns with the Museum's other public program activities, maintaining a very high standard of planning and delivery. As the role involves engaging with external artists, businesses, contractors and members of the public, the Arts Worker Intern will always be courteous and respectful and always maintain confidentiality.

The Arts Worker Intern works closely with the Museum's other staff and volunteers to ensure a pleasant, welcoming environment always and strives to provide outstanding customer service.

DUTIES AND RESPONSIBILITIES

- Support the CEO and Museum team with the planning and delivery of 'Summer at the Museum 2027.'
- Provide support with tasks relating to all aspects of 'Summer at the Museum' including developing, programming, contracting, marketing/promoting, ticketing and delivery.
- Assist by being one of the first points of contacts for face to face, email and telephone enquiries relating to 'Summer at the Museum.'
- Respond in a timely manner to enquiries about 'Summer at the Museum' from performers, contractors, the general public and others.



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- Work as an effective and contributing member of the Golden Dragon Museum team.
- Provide occasional Museum Front of House support, especially at Front Desk/Ticketing/Retail and in the Galleries, as required.

OCCUPATIONAL HEALTH AND SAFETY

All employees are required to observe and practice the Golden Dragon Museum OHS and Quality policy, guidelines and procedures to maintain a harmonious, safe, and respectful work environment.

CHILD SAFETY

Golden Dragon Museum is committed to the safety and wellbeing of all children within our centre. We create and maintain a child safe environment where the welfare of children is a priority, and we have zero tolerance for child abuse.

SKILLS AND QUALIFICATIONS

The Arts Worker Intern plays a central part in the planning and delivery of the 'Summer at the Museum' program at the Golden Dragon Museum and will at all times maintain the highest professional and ethical standards across their areas of work and responsibility, and more generally.

SELECTION CRITERIA

Required

1. Experience working as an office administrator, public programs officer, marketing/promotions officer, and /or on the front desk or similar position in a museum, art gallery, cultural institution, charity, retail outlet or similar workplace.
2. A calm and mature outlook, that is also friendly and welcoming.
3. Proven experience in event and/or public programs planning and/or delivery.
4. Proven writing and Microsoft Office skills.
5. Proven attention to detail and creative thinking.
6. Outcomes focused with the ability to think and prioritise quickly.
7. Strong interpersonal and communication skills.
8. Adept at problem solving and takes a collaborative approach to difficult situations.

Highly Desirable

1. Experience in successfully working cross-culturally and with people from a broad range of backgrounds.
2. Experience in successfully working as part of a small dynamic team including both professional staff and volunteers.
3. A proficiency in Chinese languages e.g. Cantonese and Mandarin (spoken and written).

EMPLOYMENT CHECKS

- A satisfactory police record is a mandatory pre-condition of employment.
- A current Working with Children Check is a mandatory pre-condition of employment.
- A current and valid First Aid qualification is a desirable requirement of this position.



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HOW TO APPLY

Applications must be in writing and include:

- A cover letter explaining why you are interested in the role, and what you would bring to the position.
- A CV detailing relevant paid and unpaid experience.
- The names and contact details of two referees.

Please note:

- Applications close **5.00pm Monday 19 October**. Late applications will not be considered.
- Application must be sent to ceo@goldendragonmuseum.org
- Any questions and inquiries about further information can be directed to Hugo Leschen, (03) 5441 5044 or ceo@goldendragonmuseum.org