



Capability

Leadership

Policy

Connectedness

Culture

INFORMATION PACK

Community Connections

Art Assistant

Volunteer

MICAH PROJECTS



Breaking Social Isolation
Building Community

The organisation

Micah Projects is a community based, not-for-profit organisation with a vision to create justice and respond to injustice at the personal, social, and structural levels in church, government, business and society. We believe that every child and adult has the right to a home, an income, healthcare, education, safety, dignity, and connection with their community of choice.

What we do

We work to **break down barriers** that exclude people from housing, healthcare, employment, and meaningful connections, and to give people a voice. We assist and support each individual or family including children, to resolve crisis, break social isolation, have a home, access health and community services, and build community.

Micah Projects provides a range of support and advocacy services to individuals and families according to their needs and capacity. We ensure the immediate needs of participants are met in a supportive, informed and respectful manner.

Working together

It is important to Micah Projects that people feel welcome, have choices and do not experience discrimination when working with Micah Projects. It is our aim to work with participants, each other and our partners to respectfully share knowledge, ideas, resources and skills in order to improve the service for the people we support, and the people that work as a part of the organisation.

Equal Opportunity

Micah Projects is an equal opportunity employer and promotes access to positions to individuals from a diverse range of social and cultural groups. We acknowledge the First Peoples of Australia as the traditional owners of this land and support their right to self-determination and cultural expression. We recognise that Brisbane is a diverse community and acknowledge the needs of individuals, families and communities relating to age, gender, disability, sexuality and economic status.

Child Safe Organisation

Children and young people are entitled to live in a caring and nurturing environment and to be protected from harm and exploitation. Micah Projects is a child-safe and child-friendly organisation that prioritises the safety and wellbeing of children and young people. We actively provide guidance for management, staff and others in identifying and responding to concerns about the abuse or neglect of a child or young person in contact with the organisation.

Quality statements

Micah Projects is committed to adhering to well defined, effective procedures that are designed to ensure the quality of our services and activities. We expect staff to understand the relevance and importance of their activities and how they contribute to achieving the quality objectives, and to proactively work and operate within the organisation's quality system.

WHS Statement

Everyone has a right to feel safe at work, and Micah Projects is committed to minimising the risk to any staff member, student, volunteer, contractor, consultant and Board member within the organisation. We work collectively to comply with the *Work Health and Safety Act 2015*.



Position Overview

Position Title

Art Assistant

Reports to

Katie McGuire

Employment Status

Volunteer

Team

Community Connections

Line Manages

Deborah Balke

Hours of Work

Casual/flexible hours around exhibition schedule (10-12 hours per month – including specific times for hanging/pulling down shows/Preparing wall (Mon 3.30pm – 8pm bi-monthly)

Based at

South Brisbane Q 4101

Micah Projects – Community Connections - United Artists Project

Community Connections is funded by the Queensland Community Support Scheme (QCSS) and we are a social inclusion team. We support individuals with In-Home Supports and Community Connections to maintain or regain their independence so they can continue to live safely in their home and actively participate in their communities.

United Artists Project (UAP) champions marginalised Brisbane artists through supported art groups, events and activities. Artists attending these groups have a lived experience of social isolation and exclusion as a result of the stigmas and social barriers associated with homelessness, mental health, disability and poverty. Micah Projects provides UAP with resources, mentors, curated exhibitions, tuition for learning, opportunities, and more. UAP has formed strong connections with local businesses and regularly hosts curated workshops and activities throughout South Brisbane and West End.

Position Description

About the Role

We are seeking a passionate and organised **Volunteer Exhibition Assistant** to support the delivery of our vibrant exhibition program at **Hope Street Café Gallery**. This is a hands-on role ideal for someone looking to gain experience in curating, promoting, and managing community-focused art exhibitions.

You'll be working closely with the UAP Exhibitions Coordinator, curators, and exhibiting artists to support all aspects of exhibition delivery — from installation to promotion to public engagement.

Key Responsibilities

- Assist with preparing and installing exhibitions at Hope Street Café
- Support exhibiting artists to be actively involved in the process
- Help with promotional tasks including updating the blog, distributing flyers/posters, and supporting social media
- Input artwork details into spreadsheets and assist in creating sales sheets, didactics, and artwork maps

- Assist with cataloguing buyer details for post-exhibition collection
- Help with de-installing exhibitions, packaging sold artworks, and preparing works for artist collection
- Represent UAP with professionalism and enthusiasm when engaging with the public

Skills & Attributes

- A positive, can-do attitude and willingness to help
- Strong communication and interpersonal skills
- Basic computer skills (Microsoft Word, Excel, Canva or similar a plus)
- Ability to work collaboratively in a team and independently as needed
- Reliability and attention to detail

Desirable Skills

- Passion for visual arts, community arts, or creative projects
- Experience in art handling, curating, or gallery setup (training can be provided)
- Knowledge of social media, blogging, or content creation
- Graphic design or photography skills
- Experience working or volunteering in community-based settings

What You'll Gain

- Hands-on experience curating and managing art exhibitions
- Mentorship and learning opportunities within a supportive team
- A chance to work directly with artists from diverse backgrounds
- Exposure to art event planning, marketing, and community engagement
- The satisfaction of contributing to an inclusive, creative social enterprise
- A reference to support your future employment or studies

Criteria and Conditions

Driver's License: Preferred but Not Essential

Travel: Optional

Criminal History Screening: Blue Card

Assets: N/A

Essential

- » Ability to work as a part of a team.
- » A friendly personality and good interpersonal and communication skills.
- » Work with limited supervision and be able to take direction when required.
- » Be energetic, enthusiastic, and reliable.
- » A referee who is not a relative and can verify your character and interaction in the community.

General Conditions

- » All volunteers are to exhibit the values of Micah Projects, as outlined in the Code of Conduct.
- » All volunteers must utilise Micah Projects systems to facilitate the quality of the organisation's work and services.
- » Appointment to this position will be subject to a criminal history check, as outlined in the organisational Criminal History Screening Policy.
- » All volunteers will comply with Workplace Health and Safety legislation as outlined in organisational policy and procedures.

Volunteer Expression of Interest

How to Apply

- » If you're interested in joining our team as a Volunteer Exhibition Assistant, please get in touch with a short introduction and any relevant experience or interests. We welcome people of all backgrounds and experiences.