



We're looking for volunteers for two key roles at Art For All – we'd love to have you join the team!

Volunteer Role: EFTPOS & iPads Coordinator

We're looking for a tech-savvy volunteer to manage 12 iPads and 12 EFTPOS machines used throughout the school during Art For All. This is a critical role which is essential for Art For All.

Your main tasks:

- **Pre-event setup (4–5 hours in mid-August):**
Set up and sync all EFTPOS machines and iPads with Lightspeed (our sales software).
- **Opening Night (Friday 29 Aug, 2–3 hours):**
Be on-site from 6 PM to ensure everything is working for the Art For All launch.
- **Saturday 30 Aug:**
Be on-call (not necessarily on-site) in case any issues come up.
- **Family Fair Day – Sunday 31 Aug (all day):**
Be on-site for Family Fair Day to support volunteers using the EFTPOS machines and iPads, especially at the ticket booth and gallery.
- **Other responsibilities:**
 - Make sure all devices are fully charged each day.
 - Coordinate the return of EFTPOS machines to the merchant bank after the event.

You'll receive detailed instructions and support from last year's coordinator to help you get started.

Interested? Contact Nicki on 0417 225 524 or email nickiclark@outlook.com.au

Volunteer Role: Gallery Shop Inventory Manager

We need someone to manage stock for the Gallery Shop, working behind the scenes to support the Shop Manager.

Your key tasks:

- Import supplier stock lists into our POS system (Lightspeed) — training and support provided.
- Be on-site **Thursday 28 Aug (4–7pm)** to receive and enter stock.
- Be **on-call** during the event (**Fri 29 – Sun 31 Aug**) to assist the Shop Manager with inventory issues.
- Be on-site **Sunday 31 Aug (3–7pm)** to help volunteers count unsold stock.
- By **Sunday 7 Sept**, send Excel reports to the School Business Manager for supplier payments.

Good Excel skills and attention to detail are helpful, but Lightspeed does most of the work!

If you're interested please reach out to Nicki on 0417 225 524 or email nickiclark@outlook.com.au - no Gallery Shop can run without this role! Feel free to forward this to someone who might be a great fit.