

Te **Adam**
Pātaka **Art**
Toi **Gallery**



Volunteer Programme

Information Guide

Kia ora

Thank you for your interest in supporting the Adam Art Gallery by joining our Volunteer Programme. Volunteers play a vital role in what we do, whether it's assisting in day-to-day operations, with special projects, behind the scenes, or at public events. We're extremely grateful for the contributions our volunteers make. In return, we set out to provide a positive, educational and enriching experience. We hope you'll enjoy being part of our team.



About the Gallery

Adam Art Gallery Te Pātaka Toi is Victoria University's purpose-built gallery located next to the Student Union Building on Kelburn Campus. The gallery is a three-storey architectural marvel designed by renowned New Zealand architect Sir Ian Athfield. Established in 1999, it is a hub for Victoria University's creative and cultural life and as a forum for critical thinking about art and its histories. The gallery is open to all students, staff and the public six days a week. Entry is free.

The gallery presents a changing programme of exhibitions and events including lectures, tours, film screenings, performances and more. Our aim is to enhance knowledge, deepen understanding, test and expand art forms and disciplinary boundaries, and variously support the teaching programmes of the university. The Adam Art Gallery is also responsible for the management of the Victoria University of Wellington Art Collection, a significant collection of New Zealand art which is presented in public spaces throughout the university's campuses. The gallery's website is an excellent resource to learn more about us. Visit www.adamartgallery.org.nz

The Volunteer Programme aim and basic structure

The Volunteer Programme offers individuals a behind-the-scenes perspective of a university art gallery, provides opportunities to work alongside professionals working in the arts, gain practical experience relevant to a multitude of career paths, develop interest in art, and meet others who share this interest. The Volunteer Programme is open to all: students and non-students alike with the average number of volunteers ranging from about 40-60 members. Participation varies depending on an individual's availability, areas and level of interest, with the gallery reserving the right to align volunteers' interests and skills with tasks and roles that are suitable to the gallery's needs. The gallery maintains a high standard of professionalism and instils this in the volunteers who work with us.



Opportunities

The Programme is facilitated by the Gallery Administrator who sends notifications about opportunities by email. Instructions and training are provided as needed. Examples of opportunities include:

Front of House

Gallery attendants play a crucial role as they are the first point of contact for gallery visitors. Responsibilities include: being knowledgeable about the current exhibition and directing visitors to resources as needed; supervising the gallery spaces to ensure the safety of the artworks; directing queries to relevant staff members; being knowledgeable about emergency procedures. This is typically a commitment of two hours per week.

Administration

Providing administrative support is essential to the gallery's operation. Tasks may include: assisting with organisation of the gallery's exhibition archive; assembling publicity reports; distributing publications; updating the gallery's website.

Public programme/events

Attend our fascinating and fun events while lending a hand as a volunteer. Responsibilities may include: setting up for events; greeting and ushering guests; assisting with audio/visual needs; documenting events with photos or recordings; distributing flyers and posters.

Benefits

- Gain practical experience and transferable skills valuable on any resumé.
- A stepping stone to a career in the arts.
- Meet and learn from art professionals, and build your network.
- Explore your interest in art by engaging with current ideas on visual culture through the gallery's programming.
- Connect with others who appreciate art.
- Give back to your community by supporting a valuable cultural institution.
- Students of Victoria University of Wellington can apply their volunteer hours towards the Victoria Plus service and leadership development programme.

Visit / Contact / Connect

Adam Art Gallery Te Pātaka Toi
Victoria University of Wellington
Gate 3, Kelburn Parade
PO Box 600
Wellington 6140
www.adamartgallery.org.nz

Gallery opening hours: Tuesday-Sunday 11am - 5pm except public and University holidays, and installation periods

Office location: Old Kirk Building, Room 314 (building is located next to the Adam Art Gallery)
Office Hours: Monday - Friday 9am - 5pm

Follow us on Instagram, Twitter, Facebook, and join the Adam Art Gallery Volunteer Facebook Group.

Join us!

If you wish to join the Adam Art Gallery Volunteer Programme, please fill out the Registration Form that follows. Detailed instructions are provided on the form.

For additional information about the Volunteer Programme, please contact Ann Gale, Gallery Administrator
ann.gale@vuw.ac.nz 04 463 6835