

Volunteer Registration Form

Thank you for your interest in volunteer opportunities at the Adam Art Gallery. Please fill in the Registration Form, read through the Rights & Responsibilities and Conditions, sign, detach the form, and return it by:

- email to Ann Gale, Gallery Administrator: ann.gale@vuw.ac.nz
- deliver to the Gallery during regular opening hours (see location & hours in Visit/Contact)
- deliver to Ann Gale, Gallery Administrator at the office (see location & hours in Visit/Contact)
- post to Ann Gale, Gallery Administrator (see address in Visit/Contact)

Date: _____

Name: _____

Phone (best number to contact you): _____

Email: _____

Local Emergency Contact Name: _____

Emergency Contact Phone: _____

Students:

Which school/university are you attending? _____

What is your course of study? _____

What year? _____

Non-students:

Occupation? _____

Do you have any gallery or museum experience?

Yes (if yes, please give details) No

Please list skills (ie; technical experience, word processing, design, marketing, librarianship, translation/language skills)

Please tick all opportunities that interest you:

- Front of House (Gallery attendant role)
- Assist with exhibition openings and other public programme events
- Administration and records management
- Management of the Victoria University of Wellington Art Collection, including administration and records management
- Assist with organisation of New Zealand Art Archive (located in VUW's Art History Department)
- Publicity and promotional work

Rights and Responsibilities

As a volunteer at the Adam Art Gallery, you have the right to:

- relevant information about the Gallery
- orientation and training
- ongoing discussion about your role
- be recognised as a valuable team member
- be supported and supervised in your role
- know to whom you are responsible
- turn first to your supervising staff member for help with difficulties
- a safe and healthy working environment

As a volunteer at the Adam Art Gallery, you need to:

- be able to make a commitment while being aware of the personal and external limitations on that commitment
- carry out the delegated duties and tasks to the best of your ability
- be familiar with and follow all safety and security procedures set out in the gallery plan
- learn about the Gallery and while here represent the interests of the Gallery
- be reliable, to arrive on time and keep to your agreed work days (Volunteers are expected to give advance notice of 24 hours if unable to attend on your scheduled day)
- respect confidentiality
- be aware of situations where a conflict of interest may exist and explain this to your supervising staff member
- be accountable; to accept feedback and evaluation
- ask for support when you need it
- give feedback if you are unable to carry out, or are unhappy about delegated tasks
- value and support other team members

Conditions applying to voluntary work at the University

- As the position is deemed to be of a voluntary nature, you are not classed as an employee and nothing contained or implied in this arrangement will create the relationship of employer and employee. You will not receive any remuneration or reward from the University for the work you undertake in the Gallery.
- You will be responsible to the Gallery Administrator while undertaking the voluntary work.
- There is no expectation of further volunteer work or paid employment at the end of the period of this arrangement.
- You or the University may terminate this arrangement without notice at any time and for any reason.
- You will be required to comply with relevant University policies and statutes and New Zealand legislation. This includes the Health and Safety in Employment Act 1992 and the [University's Health and Safety Policy](#), [Staff Conduct Policy](#) and [Safe Campus Policy](#).
- At the beginning of your voluntary work you will be required to undertake a Health and Safety induction. This can be done through completion of the Health and Safety e-learning module and/or through a Health and Safety induction by your supervisor or Campus Operations.
- "Confidential information" means all information you become aware of in the course of your voluntary work which is not in the public domain and which is reasonably regarded by the University as confidential to it.
- Except in the proper performance of your responsibilities as a volunteer, you agree you will not use or disclose (directly or indirectly) any confidential information, including confidential information regarding students or employees of the University, or the finances or affairs of the University, its employees or its clients. This requirement continues after you cease your voluntary work at the University.

By joining the Volunteer Programme at the Adam Art Gallery:

- I acknowledge that my appointment as a Volunteer is of voluntary status. By accepting this appointment, I agree to comply with the University's policies and statutes and relevant legislation, as well as the conditions to voluntary work listed above.
- I allow the Adam Art Gallery to contact me by email regarding opportunities. My contact information may be shared with other volunteers for the purpose of communicating programme-related matters. I'm able to unsubscribe at any time by informing the Gallery Administrator.
- I agree to join the Adam Art Gallery e-mailing list so that I may receive email invitations to the Gallery's exhibitions and events. The Gallery will not share my contact information with other organisations. I'm able to unsubscribe at any time by informing the Gallery Administrator.

Your signature

Date