

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

Volunteer Programme

Information Guide and Application Form

Welcome

Thank you for your interest in becoming a volunteer at Adam Art Gallery. The gallery runs a vibrant and essential volunteer programme and we hope you will enjoy being part of our team.

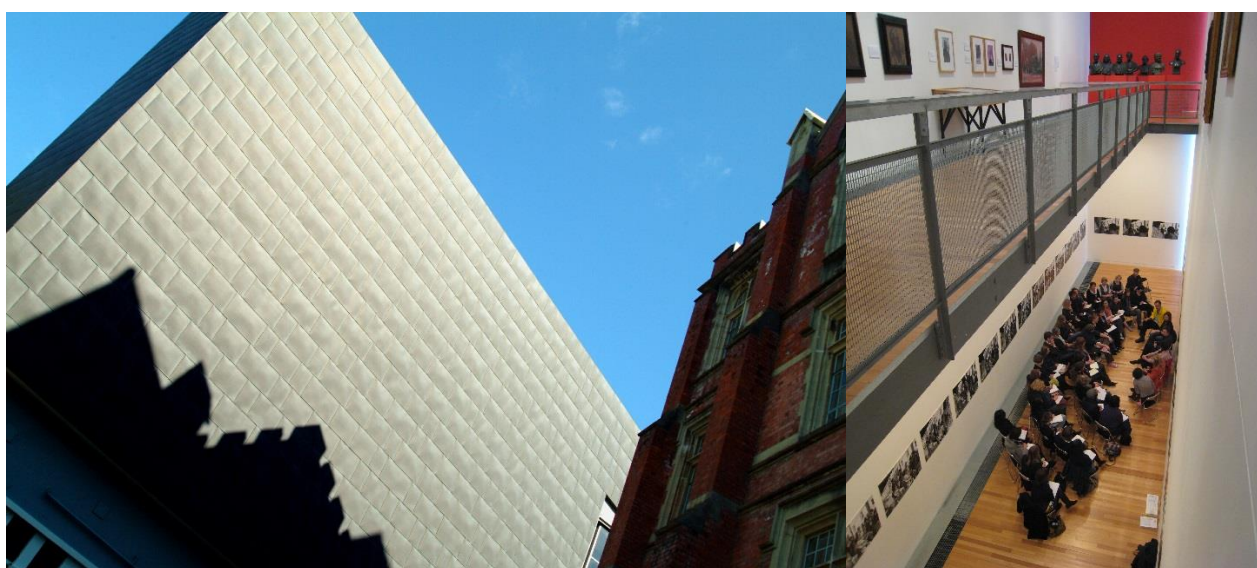
Volunteering at the Adam Art Gallery is a chance for you to gain an understanding of how a gallery operates and to develop new and transferable skills. It is also an opportunity to keep up-to-date with current exhibitions and events, meet visiting artists and curators, fellow students and members of your community.

There is a broad range of jobs that volunteers can be involved in - from administrative assistance to front-of-house duties, from assisting with exhibition installation to research, from helping with publicity to maintaining the gallery's archives. Projects will rotate with each exhibition cycle and your time commitment can suit you.

The gallery also holds regular informal professional development events for volunteers including exhibition tours and invitations to talks and workshops, which are also a great opportunity to meet fellow volunteers on a more social basis.

To register as a volunteer, please complete the Application Form on the last page of this kit. Instructions for submitting the application are provided on the form.

About the Adam Art Gallery



The Adam Art Gallery Te Pātaka Toi is the university's purpose-built gallery that makes a bold architectural statement near the Student Union Building on the Kelburn Campus. Established (in 1999) as a hub for Victoria's creative and cultural life and as a forum for critical thinking about art and its histories, it is also the professional structure within which the Victoria University Art Collection is managed.

The gallery presents exhibitions, performances, lectures and talks that aim to enhance knowledge, deepen understanding, test and expand art form and disciplinary boundaries and take full advantage of the gallery's dramatic spaces. The Adam is also responsible for the presentation of the university's art collection on campus and variously supports the teaching programmes of the university.

Volunteering at the Gallery

There are a range of ways in which you can be involved in the Gallery's programme (see below) and we welcome discussion about what suits you best. However, we reserve the right to decide what kind of contribution you make, based on our knowledge of the gallery's needs and what our audiences expect.

If you decide to join the volunteer programme it is best to contribute on a regular basis, to suit your timetable and other commitments. This can be weekly, fortnightly or monthly. Sessions are usually two hours, though may be extended depending on your availability and the tasks to hand. Arrangements are flexible, but if you are unable to make a date or time, please give us as much notice as possible.

Benefits

There are many benefits in being a gallery volunteer, including:

- gain skills and experience in gallery management and customer service
- engage in research and current ideas on visual culture and contemporary art
- create connections and relationships with the art community
- enhance your relationship to the University, particularly the Art History programme
- develop your resume
- be part of a team environment

Duties

Front of House

Being the first point of contact for the gallery and supervising the exhibitions. This includes:

- being knowledgeable about the current exhibition and providing information if required
- invigilating and supervising the gallery spaces to ensure the safety of the artworks
- presenting a professional image of the gallery at all times
- directing queries to relevant staff members
- reporting to staff any matters which require their attention
- carrying out tasks as delegated by supervising staff
- being knowledgeable about emergency procedures
- helping at exhibition openings and public programme events

Back of House

There are other ways you can be involved in the Gallery's activities. These include:

- Assisting with exhibition changeovers
- Filing and administration
- Preparing copy for labels and other information
- Assisting with mailouts and promotional activities

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 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

Useful Information

Gallery Opening Hours: Tuesday-Sunday 11am - 5pm

Office Hours: Monday - Friday 9am - 5pm

Office location: Old Kirk Building, Room 314

Adam Art Gallery, Victoria University of Wellington

PO Box 600, Gate 3, Kelburn Parade, Wellington 6140

Telephone: 04 463 5229/ Fax: 04 463 5024 adamartgallery@vuw.ac.nz

www.adamartgallery.org.nz

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

Te **Adam**
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Volunteer Application Form

Volunteer Application Form

Thank you for your interest in volunteer opportunities at the Adam Art Gallery. The gallery relies on the work of volunteers to provide support and assistance in the administration of the gallery and in the coordination of projects and events. We are extremely grateful to our volunteers for the valuable contribution they make to gallery operations.

To enable us to facilitate your involvement as a volunteer, there are some conditions that apply to volunteers at the University which you need to sign up to. Also, please complete Your Experience and Interests so that we have a record of your interests and can match your skills and experience to specific opportunities as they become available. Please detach the completed Application and return to the gallery during opening hours, or bring in to the office (Old Kirk Building Room 314), or send by post.

Conditions applying to voluntary work at the University

1. 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.
2. You will be responsible to *[enter person and title]* while undertaking the voluntary work.
3. There is no expectation of further volunteer work or paid employment at the end of the period of this arrangement.
4. You or the University may terminate this arrangement without notice at any time and for any reason.
5. 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](#).
6. 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.
7. "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.
8. 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.

(the application form continues on the following page)

Personal Information

DATE: _____

NAME: _____

TEL: (home) _____

(mobile) _____

ADDRESS: _____

EMAIL: _____

OCCUPATION: _____

(If current occupation is STUDENT, please state institution, year, and course of study)

Emergency Contact Information

NAME: _____

TEL: _____

ADDRESS: _____

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.

I grant permission to the Adam Art Gallery to add my email address to the gallery's mailing list and to share my contact information with other volunteers for the purpose of communicating programme-related matters.

Your signature

Date

(the application form continues on the following page)

Your Experience and Interests

Do you have any gallery experience?

Yes No

(If yes, please give details)

Do you have any other relevant skills?

Yes No

(ie; technical experience, word processing, design, marketing, librarianship, translation/language skills, etc. If yes, please give details)

What volunteer opportunities would you like to get involved in?

Please indicate your preferences for the following:

- assisting at the front desk in the gallery
- installation of exhibitions
- assisting with openings and public programme events
- administration and records management
- publicity/promotional work
- collection management (assisting with the Adam Art Gallery's management of the Victoria University of Wellington Art Collection)