

Volunteer Application Kit

Welcome

Thank you for signing up as an Adam Art Gallery volunteer. 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 mail outs and 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 Profile Form on the last page of this kit and return it to the gallery office - Old Kirk Building, Room 314.

About the Adam Art Gallery

The Adam Art Gallery Te Pataka 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, to indicate a few:

- 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 department
- 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 in the gallery space are the most usual roles volunteers play. 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 works
- 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 openings and functions

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

Director: Christina Barton, extn: 5254

Assistant Curator: Laura Preston, extn: 5229

Exhibition and Collection Officer: Anton Berndt, extn: 6385

Gallery Administrator: Thomasin Sleigh, extn: 6835

University Security (Campus Care), extn: 5398

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

Gallery phone extn: 5489

Office Hours: Monday - Friday 9am - 5pm

Office location: Old Kirk Building, Room 314

Address: Adam Art Gallery, PO Box 600, Gate 3, Kelburn Parade, Victoria University of Wellington, New Zealand

Telephone: 04- 463 5229 Fax: 04-463 5024

Email: adamartgallery@vuw.ac.nz

Website: <http://www.victoria.ac.nz/adamartgal>

Volunteer Application Form

Thank you for your interest in the 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 co-ordination 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, please complete this form, so that we have a record of your interests and can match your skills and experience to specific opportunities as they become available.

NAME:

TEL: (home)

(work)

(mobile)

ADDRESS:

EMAIL

OCCUPATION:

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

DATE OF BIRTH:

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.)

What volunteer opportunities would you like to get involved in?

Please indicate your preferences for the following:

- assisting at front desk (answering inquiries, gallery security, publication sales)
- installing and demounting exhibitions
- serving and assisting with openings and public events
- assisting in the mailing of exhibition invitations and other information
- administration and records management
- promotional work
- working on various activities related to the Victoria University of Wellington Art Collection

Preferred days and times:

	10	11	12	1	2	3	4
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							