



## Volunteer job description – Arrivals & Departures Exhibition

<b>Date:</b>	12 February 2018
<b>Job Title:</b>	Volunteer – Arrivals & Departures Exhibition Assistant
<b>Responsible to:</b>	Arrivals & Departures Exhibition Curator
<b>Responsible for:</b>	N/A
<b>Outcome Customers:</b>	Visitors to the Museum The local community Education groups visiting the Museum
<b>Key Relationships:</b>	AD Exhibition Curator Archivist Museum Office Coordinator Other staff and Waimate Historical Society Committee as appropriate Other Volunteers

### 1. Job Context

The Waimate Museum & Archives exists to add value to the local community and the many visitors to the Museum & Archives, by welcoming our visitors to explore the diversity of our cultural heritage and the natural world and to make this a fun experience. This will be achieved through:

- working with a range of partnerships, which integrate us into the wider community. In particular we are committed to working with iwi in the spirit of the Treaty of Waitangi.
- building and properly caring for the collection of priceless treasures we hold in trust for the community.
- providing our visitors with friendly high quality service and ensuring equitable access to all.
- providing maximum community benefits from the resources made available to us.
- providing staff with training and development required to enable them to carry out the objectives of the Museum & Archives.

### 2. Job Purpose

The position of exists to:

- to set up a photo exhibition exploring some contemporary stories of people who have moved to the Waimate District, and those who have left to live elsewhere.
- to work with members and organisations of the Waimate community on this collaborative community project.
- to assist with meeting the project objectives and aims as outlined in the exhibition proposal 'Arrivals and Departures'.

### 3. Key Output Areas

These key outputs are not exhaustive. They reflect the current environment and it is recognised that they will be subject to variation dependent on internal and external change.

#### Collecting and displaying portraits and stories

This will be achieved by:

- proactively approaching groups/people to participate
- gathering images and stories
- print and display photos and bio texts
- tracking submissions, filing digital images and bios for transfer to archives

### 4. PROFILE OF AN IDEAL CANDIDATE

The following job competencies, qualifications and experience represent an ideal applicant. It is recognised that not all candidates will meet all criteria.

#### (a) Job Competencies

##### Knowledge

- some knowledge and appreciation of the people that make up the Waimate District
- aware of and sensitive to cultural and special needs, particularly of Tikanga Maori

##### Skills

- excellent communication skills
- ability to work well alone
- good organisational skills
- good written and IT skills

##### Behaviour

- interest in the Museum & Archive philosophies
- an interest in people, Waimate and recent history
- willingness to learn
- enjoy meeting people

#### (b) Experience

The position will require:

- experience with word processing and spreadsheet documents. Experience with Google docs an advantage.
- basic photo editing experience.

Agreed:

.....  
Volunteer

.....  
AD Exhibition Curator

.....  
Chair



## Volunteer agreement – Arrivals & Departures Exhibition

### PARTIES TO AGREEMENT

This volunteer agreement is made between the Waimate Historical Society (hereafter known as the Museum & Archives) and **Name of volunteer** (hereafter known as “Volunteer”).

### COMMENCEMENT

This agreement will commence on **date**.

### POSITION

Your position will be 'Volunteer – Arrivals & Departures Exhibition Assistant'. You agree that you do not expect to be remunerated for work performed as a Volunteer.

The principal duties are as set out in the job description attached. It is accepted that the Museum & Archives can change these, after consultation.

### HOURS & LOCATION OF WORK

You agree to work a commitment of approximately 2 hours per week for a duration of at least 2 months.

I agree that some work will be at the Waimate Museum, 28 Shearman Street and that I may also work from home.

### REVIEWS

Specific tasks will be agreed and reviewed after 2 months with the Arrivals & Departures Exhibition Curator (hereafter known as 'Exhibition Curator').

**Either party has the right to terminate this agreement at any stage, upon one hour's notice.**

### REMUNERATION/BENEFITS

You agree to work without financial reward.

You will be reimbursed for actual, reasonable expenses, incurred in the course of your duties, **which have been authorised in advance by the Exhibition Curator.**

You will be provided with a working space and equipment.

You will have use of the staffroom facilities.

You will receive invitations to relevant volunteer, paid staff and Museum & Archive functions.

### CODE OF CONDUCT

You agree to adhere to the Museum & Archives' Policies, Procedures and house rules.

Professional behaviour and attitude is required in your dealings with management, customers, other volunteers, staff or clients of the Museum & Archives.

An appropriate standard of dress is required at all times.

**TRAINING**

You are required to attend relevant training offered by the Museum & Archives.

**CONFIDENTIALITY**

Where you have access to confidential information you will not, without proper authority during the continuation of your volunteer work, or after its termination, disclose to other persons, organisations, or make use of for your own benefit, any confidential information relating to the Museum & Archives..

**PROPRIETARY RIGHTS**

Unless prior written agreement is obtained from the Museum & Archives, copyright and similar proprietary rights in all work done, as a Volunteer with the Museum & Archives will belong to the Museum & Archives.

**SAFETY**

Attention is drawn to the provisions of the Health and Safety at Work Act 2015.

You are required to be proactive in taking all reasonable practical steps to ensure the safety of yourself and others affected by your work, and to co-operate fully with management in implementing the Museum & Archive's Health and Safety Policy and Procedures.

**SMOKE-FREE**

The Museum & Archive has a smoke-free work environment. It is a condition of the Volunteer Agreement that this provision is accepted.

**SECURITY**

You accept that at all times the Museum & Archive collection and property under your care must be safeguarded against any loss. You will ensure that all reasonable precautions are taken to protect it. Failure to do so will be considered to be serious misconduct.

**RESOLUTION OF PROBLEMS**

You can raise matters with the Exhibition Curator. If the matter is not resolved to the satisfaction of either party you can contact the Chair of the Museum & Archives.

**PREVIOUS ARRANGEMENTS**

This Agreement replaces all previous agreements whether express or implied.

**Signed on behalf of**

**Waimate Museum & Archives**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position: Chair (or equivalent of)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position: Volunteer

Date: \_\_\_\_\_