

Lopdell House Gallery

Position Description

Position: Volunteer Gallery Assistant/Visitor Information

Reporting to: Gallery Manager, Lopdell House Gallery

Date: July 2007

Purpose

Lopdell House Gallery exists to add value to the local community and the many visitors to the area. Volunteers contribute to this goal by managing the information office and:

- welcoming visitors to the Gallery and helping them to explore the diversity of contemporary New Zealand art
- providing information and answering questions on the local area to people visiting or touring the area
- providing support to the team at Lopdell House Gallery.

Key relationships

All volunteers are responsible to the Gallery Manager.

Volunteers may also work with:

- the Curator, as the organiser of exhibitions
- the Education Officer, when school groups visit the gallery
- the Gallery Administrator to provide support for their role.

Person Description

Volunteers need to:

- have an interest in New Zealand art
- have some knowledge of the local area
- have some information gathering skills
- like meeting people
- like working in a team, but be able to work alone
- be prepared to learn about new artists and exhibitions
- have an understanding of the significance of the Treaty of Waitangi and responsibilities of Treaty partners

The role of the volunteers

Volunteers:

- welcome visitors to the Gallery
- read the newsletter and keep up to date with current and upcoming exhibitions
- develop and foster effective relationships with recognised artistic and educational communities, collectors, volunteers and arts professionals
- promote and represent the Gallery to enhance its ranking as a venue of national importance, ensure the highest standards of quality and excellence are maintained.
- uphold the good name of Lopdell House Gallery
- promote the Gallery as a cultural tourist destination, reflecting its location in Titirangi – gateway to the Waitakere Ranges and the West Coast.

Provide information on local attractions and events

- gather information from sources such as newspapers, magazines and the library on current and upcoming events

Provide support to the rest of the Lopdell House Gallery team

- maintain the Lopdell House Gallery press clippings archive
- direct visitors to the appropriate team member

Volunteer Agreement

As a Lopdell House Gallery Volunteer, I agree to:

- attend talks and read material on new exhibitions and artists
- work the shifts I agree to or advise the Gallery in time for them to find someone else
- arrive promptly
- greet visitors to the gallery and make them feel welcome
- answer all questions to the best of my ability
- talk directly with the gallery manager about any concerns
- not talk to the media about any matters which arise while I am at the Gallery

Lopdell House Gallery agrees to support me in my role by:

- providing an opportunity for people to contribute to their community
- providing a friendly and supportive environment for volunteers
- listening to concerns raised by volunteers
- providing training when necessary

The Agreement

This agreement may only be amended or varied by written consent signed by both parties.

The volunteer agrees to keep the terms of this employment agreement confidential.

The volunteer acknowledges that he or she has had the opportunity to take independent advice before signing this agreement.

I, _____ understand the conditions of employment set out above and accept those terms and conditions

Volunteer's Signature

Date: _____

Signature of Employer (or representative of the Employer)

Date: _____