

## Bring New Zealand's maritime history to life – Become a volunteer

### How you can help

Please note, not all applications are successful – as we have a selection process in place to ensure our volunteer team is sustained properly and the Museum is supported appropriately.



### Sailing Crew

Commitment: 1 day per week or fortnight (approx. 10am – 3pm)

Requirements: Communication skills, physical work / Training given

Hands on sailing experience on our heritage vessels, our vessel crew engage with the public as they raise the sails and negotiate the waters of the Waitemata Harbour. As well as engaging, supporting and communicating with visitors, you will assist the Master to operate the vessel as directed.

### Visitor Host

Commitment: 3 hours per week or fortnight (morning or afternoon)

Requirements: Friendly communicator and able to stand on your feet for long periods. / Training given

You will assist visitors with directions and questions and be able to inform visitors of the activities available on the day, sharing key points of interest within the museum to maximise the visitor's experience.

### Tour Guide

Commitment: up to 3 hours per week/fortnight (morning or afternoon)

Requirements: Warm confident communication skills, able to walk for up to 2 hours. / Study required

You will share your knowledge of the museum exhibits and if appropriate some personal stories/knowledge to engage the visitor with the history and stories within the museum.



### Model Maker

Commitment: one day per week/fortnight

Requirements: Friendly communication, model making skills

Our ship modeller workshop provides you with the stage to demonstrate the art of model ship making, as a way to bring our visitor experiences alive. You will engage with visitors as they visit the workshop and talk to them while you work.



### Library Assistant

Commitment: as required

Requirements: Specialised

Assist the librarian with projects as required.

### Vessel Maintenance Crew

Commitment: 1 day per week (approx. 10am – 3pm).

Requirements: Positive, professional and friendly manner, maintenance skills

Behind the scenes role - You will contribute to the restoration, repairs and general upkeep of our heritage vessels under the direction of our Fleet Maintenance Manager.

### Education Host

Commitment: 3 hours per week or fortnight (morning or afternoon)

Requirements: Friendly communicator / enjoys working with children

Assist the Educators with children groups – when required. Be knowledgeable about rules and regulations within the museum as well as activities or events happening. Engage with the children in a friendly and positive manner to maximise their enjoyment

### Collections and Exhibitions

Commitment: as required

Requirements: Specialised

Assist the Collections team with projects as required.



# Volunteer APPLICATION FORM

Please complete the following information form and return to [volunteering@maritimemuseum.co.nz](mailto:volunteering@maritimemuseum.co.nz)

Or send via mail to PO Box 3141, Shortland Street, Auckland 1140

Or drop off to us by visiting us at the Corner of Quay and Hobson Street, Viaduct Harbour, Auckland Central

Contact Details			
<b>Full Name</b>			
<b>Postal Address and postcode</b>			
<b>Email Address</b>		NOTE: We email many of our communications, unless you tell us otherwise	
<b>Your Home Phone</b>		<b>Your Mobile</b>	
<b>Emergency Contact</b>		<b>Relationship to you</b>	
<b>Emergency Contact Home Phone</b>		<b>Emergency Contact Mobile Phone</b>	

Availability and Interest							
The Museum is open Monday through Sunday 10am – 5pm (last entry 4pm) To indicate your availability - please write in the times, on the day, you are able to volunteer							
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Morning</b>							
<b>Afternoon</b>							
<b>Please circle the frequency you can volunteer</b>	<b>Weekly</b>	<b>Fortnightly</b>	<b>Monthly</b>	<b>Other</b>			
<b>Please circle the months you would be available.....</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	
<b>or circle</b> <b>NO END DATE</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	
Sailing crew / Visitor Host / Tour Guide / Model Maker / Library / Maintenance / Education Host / Collections and Exhibitions <b>Please circle which role you might be interested in (check our website for information on roles)</b>							

HEALTH DETAILS: The NZ Maritime Museum is committed to ensuring the Health and Safety of everyone at the Museum. Your answers to the questions below will assist in keeping you safe. They will remain confidential at all times.							
<b>Your Age Group (circle)</b>	14–25	26-35	36-45	46-55	56-65	66-75	76+
Would you describe yourself as 'In good health', and physically capable of performing the role applied for? <b>Yes / No (circle)</b>	<b>If No, please explain:</b>						
Do you have any allergies or any other conditions that may affect your safety? <b>Example: epilepsy, diabetes, heart condition etc....</b> <b>Yes / No (circle)</b>	<b>If Yes, please explain:</b>				Are you able to stand on your feet for long periods of time ( <b>applicable for Tour Guide and Visitor Assistance roles</b> )?		<b>Yes / No (circle)</b>

# Volunteer APPLICATION FORM

General Background	
<p><b>Languages Spoken</b> We appreciate a variety of languages, as we have visitors from all over the world.</p>	<p>Please include your National language (<b>if not English</b>) and any other language/s you are able to speak: (<b>and at what level?</b> - <b>Fluent, advanced, beginner</b>).</p>
<p><b>Experience:</b> Please outline your experience specific to the role (current or previous) relevant to the volunteer role you are applying for. Include Volunteer experience (if any).</p>	
<p>Do you have any relevant qualifications? Example: Day Skipper Certificate, Boat Master, Degree</p>	<p><b>If Yes, please list qualifications:</b></p>
<p><b>Hobbies and Special Interests</b></p>	
<p>Do you have any criminal convictions or are you awaiting the hearing or charges in a civil or criminal court of law? <b>Yes / No (circle)</b></p>	<p><b>If Yes, please explain:</b></p>
<p><b>Referees</b> Would you be able to provide referees – if required? (They must not be related, or a partner/spouse, or live with you.) <b>Yes / No (circle)</b></p>	
<p><b>Police vetting (what you need to know).</b> In compliance with the 'Vulnerable children's act 2014' we may be required to complete a police check. We will require you to bring in a form of identification to complete the Police vetting forms - Example: Passport, drivers licence or birth certificate.</p>	
<p><b>Declaration of Volunteer acceptance:</b></p> <ul style="list-style-type: none"> <li>• I confirm the information I provide in this information form and in any subsequent interview is true and correct.</li> <li>• I agree to follow the policies and procedures of the Museum - applicable to my volunteer role.</li> <li>• I understand my role of volunteer may be annulled at any time and any information, properties, clothing or name badge belongs to the NZ Maritime Museum and must be returned in good order.</li> <li>• I will be prompt and reliable in reporting for my volunteer duty and will give advanced notice when I am not able to attend.</li> <li>• I understand the role is voluntary and no remuneration is payable or expected in return.</li> <li>• I understand in relation to my museum duties and responsibilities, this information will only be disclosed to relevant NZ Maritime Museum staff and volunteers for the purposes of vetting.</li> <li>• I agree to this and other information collected about me being stored for the purpose of keeping a volunteer contact register and database, to be used by the NZ Maritime Museum to inform me of happenings relating to the Museum. (This information will be treated in a confidential manner).</li> </ul>	
<p><b>Signature:</b></p>	<p><b>Date:</b></p>

Office Use:

<b>Start date:</b>	<b>Orientation date:</b>	<b>Organised by:</b>
<b>Health and Safety site induction</b>	<b>Date:</b>	<b>Organised by:</b>
<b>Police check completed</b>	<b>Submitted date:</b>	<b>Returned date:</b>