



Volunteer Role Description

Our Vision: To be the “must experience” venue that uses New Zealand’s heritage, Kiwi ingenuity, transport, technology, and the associated stories in a creative and interactive way to educate and inspire the innovators of tomorrow.

Volunteer Role: Railway Team Member
Manager: Collection Workshops Manager

PURPOSE OF THE ROLE

Assist in the ongoing maintenance of operating trains and/or work on conservation and restoration projects, as required.

OUTLINE OF VOLUNTEER’S RESPONSIBILITIES AND TASKS

- Provide assistance, as required, with the ongoing maintenance of operating trains and any related restoration and maintenance projects.
- Work on agreed railway projects, as requested by the Collection Project Manager or the Project Leader.
- Ensure that the restoration workshop area is safe and free of potential hazards and at all times maintaining a tidy workspace.
- Actively support the delivery of the MOTAT experience including relevant historical information about the trains, the railway, and also the Museum.
- Contribute to a welcoming environment for customers and engage with them in an informative and educational manner when required.
- Ensure that all procedures, processes and documentation pertaining to the Railway operation are adhered to and completed correctly and in an efficient manner.
- Remain current on all emergency procedures in accordance with the overall Museum Emergency Response policies and procedures, including emergency telephone use.

TIME COMMITMENT

Volunteering Days: Tuesday evenings and/or Sundays
Start Time – Finish Time: Between the following hours:
Tuesdays 5.00pm – 10.00pm / Sundays 10.00am – 5.15pm
Review Period: 6 months or after 50 hours, whichever is earliest.

STANDARD ACCOUNTABILITIES

- Always handle the Museum's collection objects in accordance with the Museum's collection handling protocols.
- Model behaviours consistent with the MOTAT values.
- Follow all Museum policies and procedures including but not limited to Health, Safety & Environment, and the Museums Aotearoa's Code of Ethics.

SKILLS & EXPERIENCE

- Practical workshop experience including the use of tools and machines.
- Experience with railway restoration projects (desirable).
- Volunteers need to be physically fit as some lifting will be involved.
- Flexibility and a "can do" attitude.
- Able to work as part of a team and unsupervised.
- Health & safety conscious.
- Ability to commit to volunteer on a regular basis.
- Ability to participate in regular training.

MOTAT VALUES

Collaboration is the way we work together internally and externally as a team that respects and supports one another, sharing ideas, knowledge and skills so that we achieve our full potential.

Integrity is the foundation on which our relationships, reputation and authority are built. We will act morally, ethically and with respect and transparency at all times.

Creativity is the quality that allows us to be courageous and to try new things so as to inspire those we interact with.

Stewardship is our individual and collective duty as custodians to manage, develop and preserve MOTAT's collection, skills and knowledge and to pass them on to the next generation.

This document covers the broad results expected from the Volunteer Role and will form the basis of specific objectives to be agreed and reviewed on a regular basis.