

Your Position

Your job	Pātaka Gallery Assistant Kaiāwhina Taiwhanga Whakaaturanga
Your group	Community & Partnerships
Your team	Pātaka
Your manager	Manager Visitor Experience, Natalie Patterson
Your base	Council premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

Community & Partnerships purpose is to:

- lead Council's strategic initiatives that support and manage business and commercial growth
- strengthen strategic relationship management for Council and maintain oversight of the partnership with Ngāti Toa Rangatira
- lead the Council's partnership approach with key stakeholders and community groups
- deliver community services, including library, recreation and cultural services

Pātaka Art+Museum's purpose

Pātaka Art+Museum's purpose is to:

- Be an industry leader in contemporary Māori, Pacific and Aotearoa NZ art, culture and heritage
- Develop engaging innovative and scholarly programmes and publication that celebrate the distinct creative practices and histories of the people of Porirua
- Provide a family friendly environment that is welcoming for people for all ages, abilities, genders, ethnicities and cultures.

Your purpose

The Gallery Assistant's role is to:

- assist with quality customer service throughout the Cultural Centre and assist in maintaining a high standard of presentation of the exhibition displays and rooms for hire.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Members of the public and community organisations• Tourism industry• Other local authorities• Contractors, consultants and suppliers
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> • Provide warm and encouraging sales advice to customers to achieve sales and sales targets for Toi Store • To provide timely and accurate service and up to date information to the public for all Pātaka/Library programmes and exhibitions • To ensure all exhibits are safe and secure • Assist with set up and pack down of video and audio equipment • Accurately and promptly process customer transactions (cash receipts, facilities or service bookings) • Interacting with the public in a positive manner and sharing your knowledge and passion of contemporary art • Setting up facility hire rooms and supply equipment • Assist with openings and guest lectures • Assist with set up of new art exhibitions • Accept and process payment for Toi Store • Maintenance of a clean and safe environment for staff and members of the public at all times • Safely closing the facility as required, in accordance with correct procedure.
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive.
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none">• Demonstrated commitment to delivering a high standard of customer service• Confidence to approach customers and the ability, initiative and drive to achieve sales• Demonstrated ability to work successfully as part of a team• Accurate and efficient administration skills• Good level of communication skills demonstrated by the ability to listen, question and give relevant, accurate information• A good level of physical fitness for set up of exhibitions and for events• Good level of computer literacy in Microsoft Office and the ability to learn point of sale systems• Ability to work flexible hours as rostered, including weekends• Understanding and commitment to health and safety in the workplace• Understanding and commitment to diverse workplaces• Understanding and commitment to the Treaty of Waitangi and bicultural issues.
It'd be great if you also have:	<ul style="list-style-type: none">• Experience setting up exhibits and / or facility hire rooms• Experience working in the retail industry• Interest in the art industry

Last updated June 2021



Porirua City Council supports an inclusive & welcoming environment & is a member of Diversity Works.