

KAIĀWHINA WHARETOI GALLERY ASSISTANT POSITION DESCRIPTION

Title: Kaiāwhina Wharetoi Gallery Assistant

Responsible to: Kaihautū Director

Location: Te Whanganui-a-Tara Wellington, Aotearoa New Zealand

Contract: Casual

Salary: \$28.95/hour plus Holiday Pay (indexed to the Living Wage)

Hours: Usually 5.5 hours per week, 10.45am-4.15pm Saturdays; some additional hours for events may be offered

About Enjoy: Established in 2000, Enjoy is a leading contemporary art space located in Te Whanganui-a-Tara, Aotearoa New Zealand. Enjoy is a non-profit organisation governed by a charitable trust.

About the role: The Kaiāwhina Wharetoi Gallery Assistant is the welcoming face of Enjoy. This role ensures visitors have an engaging and informative experience while maintaining a safe and accessible gallery environment. The Gallery Assistant also assists the team with day-to-day operations, events, and exhibitions.

Key Responsibilities:

- **Visitor Engagement:** Welcome visitors, provide information about current exhibitions, artists, and Enjoy's wider programme.
- **Gallery Supervision:** Open and close the gallery, following relevant security protocols; monitor artworks and ensure the safety of both visitors and exhibited works. Some exhibitions may require additional technical support.
- **Public Interface:** Answer enquiries in person, by phone and via email; support a friendly, inclusive, and professional atmosphere.
- **Operational Support:** Help maintain the cleanliness and presentation of the gallery.
- **Health & Safety:** Follow Enjoy's policies and procedures to maintain a safe environment for all visitors and staff.

- **Administrative Tasks:** Support the team with light administrative duties such as visitor counting, updating records, and assisting with communications.

Key Skills and Attributes:

- Friendly, approachable, and confident in engaging with the public
- Interest in contemporary art and the creative community in Aotearoa
- Strong communication and interpersonal skills
- Reliable, punctual, and attentive to detail
- Ability to work independently and as part of a small team
- Basic computer literacy (email, spreadsheets, etc.)

Preferred Experience (not essential)

Previous experience in a gallery, museum, retail, or hospitality setting

Familiarity with AV technology

An understanding of Te Tiriti o Waitangi in an arts context is an advantage

Hours and Remuneration

Saturdays, 10.45am–4.15pm

Pay rate: \$28.95/hour plus Holiday Pay (indexed to the Living Wage)

How to Apply

Please send your CV and a short cover letter (1 page max) outlining your interest in the role and what you hope to learn to Jess Clifford, director@enjoy.org.nz by **10am Tuesday 9**

December 2025.