

Lakes District Museum & Gallery, Arrowtown

Mission Statement

To provide a professionally run museum for the benefit of the residents of, and the visitors to, the Queenstown Lakes District.

The Museum will, to the highest level possible: curate, educate and inform.

The Museum will successfully administer the Arrowtown Post Office on behalf of the community.

1. Professionally Run:

a. Reception:

- To provide an efficient visitor centre and museum customer services.
- To provide staff supervision, staff training and the employment of specialist people for specific tasks.
- To have clear accounting tracking systems in place, assisted by efficient computer technology and office equipment.
- To develop a profitable retail outlet with stock compatible to Museum aims, appropriately displayed and promoted.

b. Buildings

- To design appropriate building developments and alterations to match the needs of the Museum, through well managed priority stages.
- To have an integrated heating and lighting plan for the whole building that uses the best practices of conservation and efficiency.
- To install adequate toilet and water services.
- To provide appropriate security, insurance and fire prevention services.
- To provide regular maintenance.

c. Governance

- To arrange regular committee meetings for reporting and the operation of sub-committees to assist with the running of AGMs and other functions for members.
- To arrange strategic planning discussions and reviews, including staff and committee, to formulate plans and reviews.
- To set budgets that match operational and developmental objectives.
- To obtain community funding and sponsorship for selected developments.

2. Curate

- To focus the Museum collection and activities on: gold mining, early social history, self sufficiency.
- To adhere to our policy on criteria for Accession, De-accession and ways of adhering to it and alternative placements in the district.

- To systematically store artefacts in a suitable environment and have a policy for hiring out.
 - To use best conservation practices in storage and best practice for retrieving archival material
 - To maintain a current, comprehensive catalogue of artefacts and archival material. Ensure it is accessible, where appropriate, to members of the public.
 - To employ specialist staff to oversee the archival operation and facilitate research.
3. Educate
- To deliver an effective school education programme through hands-on learning experiences using the resources of the museum.
 - To provide in the gallery interpretative historically themed, arts and crafts exhibitions using effective display techniques.
 - To facilitate and assist the research for themed exhibitions, individual study projects and historical publications.
 - To interpret local history through informative museum displays.
 - To provide an audiovisual presentation of the district's history with appropriate seating.
 - To present lectures/forums/open days/exhibitions of current interest for Museum members.
4. Inform
- To display suitable information at the Museum Information Centre.
 - To collate visitor data and promote Museum activities through selective signage and marketing.
 - With the assistance of available staff provide archival information to the general public.
 - To inform Museum members of Museum activities and developments.
5. Arrowtown Post Office
- To supervise the staffing and administration of the Post Office.
 - Aim to maintain an operating profit.
 - To maintain the historic building and grounds.