



Zentrum Paul Klee
Bern

Voluntary work at the Zentrum Paul Klee

Information for interested applicants



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1. Who we are and what our aim is The guiding principle of Zentrum Paul Klee

With around 4,000 works the Zentrum Paul Klee boasts the world's most important collection of paintings, watercolours and drawings as well as archives and biographical material from all the creative periods of Paul Klee's life.

The Zentrum Paul Klee has set itself two main objectives: to explore by scientific means Paul Klee's artistic, educational and theoretical work and its significance within the cultural and social context of its time, and to make it accessible to all the visitors to the Centre.

Using a contemporary approach as well as new scientific interpretations and innovative methodological forms of presentation the Zentrum Paul Klee aims to harness Paul Klee's creative potential as an impulse for today's artistic and cultural work. Visitors will be able to gain new insights and experiences, and be encouraged to look more closely at the life and work of Paul Klee, thereafter returning time and again to the Zentrum Paul Klee.

Through its activities the Zentrum Paul Klee is to establish itself as the world's centre of competence for Erforschung research and mediation of the life and work of Paul Klee and his influence. To achieve these objectives, the Zentrum Paul Klee is compiling a varied offer of exhibition and mediation programmes structured according to the needs of visitors of different age groups and with different backgrounds and cultural interests.

To this end

- the Zentrum Paul Klee offers exhibition rooms of a high aesthetic and functional quality for alternating presentations from the body of the collection and for special exhibitions;
- the communication zone provides a wide range of electronic and printed information material;
- a large activity area has been set up to encourage children, adolescents and adults to give free rein to their eigene Kreativität own creativity;
- special rooms allow those visitors with a specific interest to gain an insight into parts of the extensive collections of drawings;
- a music hall provides the ideal setting for musical events;
- modern, state-of-the-art event and conference rooms are available for discussions of issues pertaining to different areas of culture and knowledge;
- the Sculpture Park and the surroundings designed by architect Renzo Piano offer a unique symbiosis of nature and culture.

The Zentrum Paul Klee has established the basis for its exhibition and mediation programme by

- drawing up and implementing attractive mediation and presentation methods;
- conducting research projects that broaden the body of knowledge about Paul Klee, his artistic environment and the influence of his work, and make the results of the research accessible to the general public;
- expanding the items in the collection according to themes, taking account also of Paul Klee's circle of artistic friends;



- managing the collection scientifically and curating it in terms of both conservation and restoration;
- encouraging exchanges with Kunstmuseen art museums all over the world;
- co-operating with museums and other cultural and educational establishments at municipal, cantonal and national level.

The Zentrum Paul Klee was made possible by the Klee and Müller founder families, the authorities, and the people of the City, Canton and Civic Community of Berne, as well as partners in trade and industry.

(Berne 30 June 2003)

The Zentrum Paul Klee invites dedicated men and women to contribute their skills and knowledge to the existing team at the Zentrum Paul Klee as Volunteers, i.e. to work there on a voluntary basis.

Everyone involved stands to gain from working together and learning from one another in this way, contributing at the same time to the success of the Zentrum Paul Klee and its benefits for visitors and the City of Berne.



2. What we expect of you and what we can offer you

What we expect of you and what we can offer you

For the Zentrum Paul Klee to integrate you successfully as part of its Team, we rely on the experience and knowledge you have acquired in your professional lives. In return we offer you the opportunity to acquire the special qualifications you need for your work at the Zentrum Paul Klee, through both practical work and as part of training courses.

Co-operation basis

Our co-operation with you is based on trust and commitment. When you begin your voluntary work at the Zentrum Paul Klee, we conclude an agreement with you. The agreement describes the duties you are to assume there, the special knowledge you are contributing and we are relying on, the person you will be answerable to, and the person who will be looking after you.

Voluntary work is an unpaid activity, and is not to be confused with less binding short-term work assignments used to relieve the workload. For this reason successful voluntary work entails rules that are binding for both sides; it is aimed at a longer-term relationship. That's why the time frame during which we shall be employing you is contractually agreed. We shall be assuming that you are willing to be available for one to two assignments of approximately four hours each per week. Continuity is crucial to the quality of any service, which is why we would like to rely on you as part of our Team for at least two years.

Your commitment

As a Volunteer at the Zentrum Paul Klee you will be contributing your skills and your interest on behalf of a significant cultural institute of international renown. You will be working with a professional team and have the opportunity to expand your own professional and personal skills in a unique environment. You will be assigned to areas which rank among the most important the Centre has to offer. Through your commitment you will be contributing significantly to the appeal and attraction of the Zentrum Paul Klee and that of Berne as a destination.

Our commitment

Within the framework of your voluntary work for the Zentrum Paul Klee we undertake

- to compensate your expenditure.
- to take out third-party liability insurance for you.
- to train you well for your duties and assist you with them.
- to discuss personal opportunities for development with you as part of annual reviews.
- to record your activities in your Swiss Voluntary Work Pass.

As a Volunteer at the Zentrum Paul Klee you are entitled to

- free admission to exhibitions, lectures and guided tours at the Zentrum Paul Klee.
- staff discounts at the Shop, the catering facilities and at selected events.
- take part in the annual cultural excursion organised and conducted by the Zentrum Paul Klee for its Volunteers.
- receive all the programme information and invitations to vernissage events held at the Zentrum Paul Klee.



3. Area of responsibility: Supervision

The Zentrum Paul Klee will preserve, exhibit, convey and enable research into some 4,000 works by the artist Paul Klee as part of a collection that is unique worldwide. The collection presentation (1,700 m²) will showcase on a permanent basis some 300 paintings, prints and sculptures as well as biographical material and archives. The collection presentation is to change at regular intervals.

A second area (800 m²) will be available for temporary exhibitions. Works by Paul Klee's contemporaries and other contemporary artists will be shown here four times a year as part of special exhibitions.

All the works are of a high cultural value. They require the best possible protection by an attentive team of supervisors. The team is to watch over the exhibits and protect them against intentional or unintentional damage.

The team is also to give visitors information and advice, where required. With opening times of seven hours on five days of the week and of nine hours on one day of the week the supervision team needs to have lots of eyes, ears and hands.

The Zentrum Paul Klee invites anyone interested in creating a supervision team to join the team of specialist personnel working in an outstanding cultural environment, so that any visit to the Zentrum Paul Klee becomes an unforgettable experience.

Requirements

- An interest in working in a cultural environment.
- A calm and friendly manner.
- A neat appearance.
- A team spirit and the ability to communicate well.
- Good powers of concentration and quick reactions.
- A sense of care and attention.

Area of responsibility

Details of the profile of duties are set out in a specific set of regulations. A work uniform will be provided.

- Supervising works of art.
- Making regular rounds of the exhibition rooms.
- Checking admission tickets.
- Asking visitors to observe the security rules & regulations.
- Offering information and advice to visitors.
- Access control, seat assignment (at events).
- Assisting any guests with disabilities.
- Occasionally providing assistance in preparing events.

Answerable to

Supervision Manager, Facility Management & Operations Department.

Assignment

On average four hours once a week, or more if you so wish.



4. Area of responsibility: Viewing room

Both the collection presentation and the temporary exhibitions will only be able to show a small part of the 4,000 or so works by Paul Klee and the thousands of documents on his life and work.

That's why the Zentrum Paul Klee will also provide a viewing room so that interested visitors can have access to other works and materials. On one half-day a week art lovers will have the opportunity, subject to prior registration, to view and examine individual original works in complete peace and quiet, in a studio in the South Hill of the Zentrum Paul Klee.

Preparing the works of art for viewing demands a great deal of care and attention from the personnel in charge to ensure that the exhibits are not damaged in any way. While they are in the viewing room visitors will remain under supervision and be given any advice they require.

Requirements

- A keen interest in the art of Paul Klee.
- An appreciation of working with originals.
- An interest in furthering one's knowledge of art history.
- A high level of care and attention.
- A calm and friendly manner.
- A neat appearance.
- Team spirit.
- Reliability.

Area of responsibility

- Drawing up visitor schedules (arrangements, co-ordination).
- Preparing the works for viewing (with the assistance of the registrars / scientists).
- Checking visitors.
- Providing advice to visitors.
- Providing additional literature.
- Helping visitors to use electronic communication media (MuseumPlus software).
- Carefully returning the originals to the depositary.

Training

The team of art historians at the Zentrum Paul Klee will offer you the special training required for these duties, and offer advice where necessary.

Answerable to

Director, Collection, Exhibitions & Research Department.

Assignment

On average once a week for four hours.



5. Area of responsibility: Shop

A Museum Shop in Museum Street complements the cultural offer at the Zentrum Paul Klee. Books, art cards, reproductions, music media and a wide range of souvenirs are available here. Two experienced specialists who run the Shop are in charge of the assortment of articles on sale and buying-in the articles.

The product range is based on the Zentrum Paul Klee's profile and comprises high-quality products in all price segments.

A Museum Shop is not just a retail outlet that sells articles specific to the Museum; it is also a place of communication with visitors who may have all sorts of wishes, queries and questions.

Requirements

- An interest in the art of Paul Klee.
- Experience of the retail trade / book trade.
- Knowledge of foreign languages.
- A good sense of customer service.
- A friendly and communicative manner.
- A neat appearance.
- Team spirit.
- Reliability.

Area of responsibility

- Advising customers.
- Selling the Shop's articles.
- Packing (light physical work).
- Replenishing stocks (light to medium physical work).
- Labelling goods.
- Offering information to visitors at the Centre.

Training

You will be trained by the Shop Managers and departmental staff.

Answerable to

Shop Managers, Communications and Mediation Department.

Assignment

On average four hours once a week, or more if you so wish.



6. Area of responsibility: Information

Guests and visitors to the Zentrum Paul Klee and its unique collection worldwide of works by Paul Klee will be of all ages and from all over the world. All visitors have questions that are important and urgent. It is the job of our team of advisers to answer those questions – not just in German but in all the main languages.

The Information Team reflects the prestige of the Zentrum Paul Klee. It responds helpfully and competently to visitors' wishes, and is receptive to their suggestions. It helps not just with questions concerning the Zentrum Paul Klee but also with advice and information on Berne's culture and the region.

Requirements

- An interest in art and the Zentrum Paul Klee.
- An ability to provide information and give advice.
- A friendly and communicative manner.
- Good knowledge of foreign languages.
- Patience and a quick mind.
- A neat appearance.
- Team spirit.
- Reliability.

Area of responsibility

Your duties will include giving visitors information on:

- The current and future exhibition programmes.
- The Children's Museum and all the other offers and services available at the Zentrum Paul Klee.
- The premises, all the rooms and routes.
- The right people to contact for answers to questions you cannot answer yourself.
- The "Steps for Klee" pedestrian trail.
- The architecture of Renzo Piano.
- Other exhibitions and institutions in Switzerland that focus on Paul Klee.
- The cultural offer available in Berne and the sights of Berne.
- The main transport links.

- Welcoming visitors' opinions and suggestions, and forwarding them to the relevant offices and departments.
- Providing information material.
- A sound knowledge of the German language and the ability to converse in one or more foreign languages.

Answerable to

Personnel Office, Communications and Mediation Department.

Assignment

On average four hours once a week, or more if you so wish.



7. Area of responsibility: Children's Museum

The Children's Museum offers visitors of all ages (from 4 upwards) the opportunity to familiarise themselves with art in general and with the work and oeuvre of Paul Klee in particular as part of courses, workshops or spontaneous visits.

Imagination and creativity play a key role in the art work and the discussions that take place at the Children's Museum. The Children's Museum has a number of multipurpose art studios and seminar rooms at its disposal, with user-friendly furnishings.

The primary task of the Volunteer Team at the Children's Museum will be to complement the work of the Museum's educators with organisational activities, and to provide support with didactic tasks. In other words you will be responsible for welcoming and looking after groups, providing supervision and information services, and assisting the artists on site.

Requirements

- An interest in art and the Zentrum Paul Klee.
- Enjoyment in looking after children, young people and adults.
- Educational skills.
- A friendly and communicative manner.
- Team spirit.
- Reliability.

Area of responsibility

- Welcoming groups.
- Supervising and providing information.
- Assisting visitors using interactive installations.
- Assisting the course tutors.

Answerable to

Director, Children's Museum.

Assignment

On average four hours once a week, or more if you so wish.



8. Area of responsibility: Audio Guides

At the end of March 2006 the Zentrum Paul Klee will be introducing a new interpretive medium: the audio guide. This system will allow visitors to hear spoken commentary on the pictures of Paul Klee. The audio guide desk is being installed in the Museum Street by the entrance to the collection.

The job of the Audio Guide Team will be to hand the equipment out to our visitors as they go in, and collect it from them as they come out. The team will also show and explain to visitors how the guides work. The equipment will need to be cleaned after each use.

Requirements

- An interest in the Zentrum Paul Klee and in art interpretation.
- A readiness to contribute your time on a regular basis.
- A friendly and communicative manner.
- Knowledge of languages.
- A neat appearance.
- An ability to work under minimal supervision.
- Reliability.

Area of responsibility

- Issuing and collecting the audio guides.
- Safeguarding visitors' deposits (e.g. passports).
- Taking care of the audio guides.

Answerable to

Communications and Mediation Department.

Assignment

On average four hours once a week, or more if you so wish.



Application form for voluntary work at the Zentrum Paul Klee

Name	
First name	
Date of birth	
Address	
Postcode / Town	
Phone	
Mobile	
e-mail	
Professional qualifications	
Occupation	
Level of employment	
Or last occupation	
Knowledge of foreign	
Potential area of	Please tick (more than one answer possible!)
- Supervision	<input type="checkbox"/>
- Viewing room	<input type="checkbox"/>
- Shop	<input type="checkbox"/>
- Information	<input type="checkbox"/>
- Children's Museum	<input type="checkbox"/>
- Audio Guides	<input type="checkbox"/>

I am aware that the Zentrum Paul Klee is looking for a longer-term co-operation based on an agreement that is binding for both parties.

Date _____ Signature _____

Please send in the completed application form to: Zentrum Paul Klee, Willy Athenstädt, Project Co-ordinator, Voluntary Work, Postfach, 3000 Berne 31, Switzerland.



9. Agreement roster

Agreement between

Ms / Mr _____
Name, First name _____
Address _____

and the

Zentrum Paul Klee
Monument im Fruchtländ 3
3006 Berne, Switzerland

1. Activity / Area of Assignment
_____.
2. Begin, duration and scope of the Assignment
The Assignment begins on _____.
It comprises _____ hours a week and is unlimited.
3. Induction / Accompaniment
The induction course is provided by the Volunteer Management

and the persons in charge of the Department.
4. Remuneration
The Assignment at the Zentrum Paul Klee is on a voluntary basis; no remuneration will be paid.
5. Expenses
Any expenses incurred during the Assignment will be refunded by the Zentrum Paul Klee against receipts.
Any such expenses are to be agreed beforehand.
6. Insurance
_____ is insured by the Zentrum Paul Klee for third-party liability as part
of the voluntary assignment.
7. Professional discretion
The Volunteer undertakes to exercise professional discretion.



8. Dissolution of or amendment to the Agreement

The Assignment Agreement may be dissolved prematurely at any time for serious reasons by mutual agreement between the parties.

Notwithstanding the above, the parties hereby conclude the present Agreement for a term of two years.

Place and date

Volunteer

Zentrum Paul Klee



10. Acknowledgements

The Zentrum Paul Klee wishes to thank the people of Berne for their tremendous support for the project so far. With the Zentrum Paul Klee the City of Berne is set not only to benefit from a further cultural attraction as of 20 June 2005 but also to enjoy the lasting effect of the new cultural institution on the city's trade and tourism.

That's why we would like to take this opportunity to thank all those who wish to commit themselves further to the Zentrum Paul Klee and be identified with it through their voluntary, unpaid work in one of the aforementioned areas of responsibility. The Zentrum Paul Klee strives always to be a place of new encounters with art for you, the people of the City, Region and Canton of Berne, contributing in this way to the quality of your lives.

Zentrum Paul Klee, Berne, autumn 2004

Andreas Marti
Director