

Te Papa's Mission Statement:

The Museum of New Zealand Te Papa Tongarewa is a forum for the nation to present, explore and preserve the heritage of its cultures and knowledge of the natural environment in order to better understand and treasure the past, enrich the present and meet the challenges of the future.

Position Title:

Assistant Collection Manager

Job Objective:

To contribute to the storage, documentation and maintenance of Collections to the best international standards, to make them and information about them accessible to users while ensuring their long-term safety.

To work as part of the wider Collection Management team, particularly working across textiles, New Zealand history and Pacific collections.

Reports to:

Senior Curator, History

Is supervised on day-to-day basis by: Collection Manager Textiles, Collection Manager History and Collection Manager Pacific, as required.

Responsibilities / Tasks:

The responsibilities of the Assistant Collection Manager include:

- Sort and catalogue collection items with location codes
- Register new acquisitions
- Re-wrap items in history and/or Pacific collections
- Assist with delivery and collection of items between Tory and Cable Street
- Assist with packaging and return registration for loan items
- Support the Collection Manager with installation and deinstallation of exhibitions and conservation changeovers
- Locate collection items for photographing
- Monitor the well-being of objects on display in exhibitions
- Assist with visitors to the collections

The Assistant Collection Manager will also contribute to the following policies and standards:

- Work with other staff to ensure that the highest standards of care, authority and cultural sensitivity are observed in managing and using the collections.
 - develop collections in accordance with Te Papa's Collection Development Policy;
 - manage collections to the best international standards of storage, documentation, access, cultural appreciation and safety;
 - participate in the development of Scholarship and Maturanga either directly or in a supporting role;
 - process new acquisitions into the collection promptly;
 - advise and supervise internal and external teams on the safe handling, movement and storage of collection items;
 - supervise/mentor other staff and visitors when required;
- Ensure that the needs of internal and external users of the collections are processed to agreed standards
 - negotiate, monitor and maintain records for the loan of material, both into Te Papa and out of the collections, according to the set policies and procedures;
 - incorporate new information onto labels, records and databases;
 - participate in exhibition development and implementation as required;
 - develop and maintain networks with individuals, organisations, suppliers and communities to assist collection development, maintenance, research and the well-being of Te Papa.
- Serve the needs of Te Papa customers.
 - service the needs of all visitors to the collections, whether internal, public or professional, within agreed parameters.
- Participate in collecting and courier escorting, at a level satisfactory to the Director History and Pacific Cultures.

Key Outputs:

To make a contribution to collection care, documentation, maintenance and the core projects programme by supporting the Collection Manager Textiles, Collection Manager History and Collection Manager Pacific in meeting the following outputs:

- The likelihood of loss, deterioration, or damage to, any collection item in storage or transit is minimised.
- Appropriate storage and accounting systems are maintained.
- Relevant acquisition documentation is processed and up-to-date.
- Internal and external requests for service are implemented within agreed times and a high level of customer satisfaction is maintained.
- Relevant manual and automated documentation is accurate and up to date.

- All loans, collection items and potential acquisitions are handled, packed and transported safely and all customers are satisfied with the service.
- Loans are managed according to the set policies and procedures.
- Relationships within the team, and in Te Papa generally, are positive and supportive.
- All duties are carried out to the satisfaction of the Director History and Pacific Cultures.
- Scholarship and Matauranga objectives are met and conform to Te Papa's standards of scholarship, and those of Te Papa's peers.
- Core Projects products are delivered on time and to the agreed standards.
- Relationships with external clients and suppliers are positive and beneficial to Te Papa.
- Collections are developed in accordance with Te Papa's Collection Development Policy.

Person Specifications:

Generic Competencies

Biculturalism

- Has an awareness of the significance of the Treaty of Waitangi and of the responsibilities of Treaty partners.
- Has a basic understanding of te reo Māori and of customary concepts/tikanga Māori.

Customer Service

- Meets Te Papa standards for delivery of customer service in both front and back of house environments and the community.

Communication Skills

- Can speak clearly and fluently to both individuals and small groups.
- Can write clear and concise reports, concepts and descriptions.

Interpersonal Skills

- Able to help create and sustain a positive workplace environment by participating in discussions, sharing ideas and assisting other staff if required.
- Can contribute positively to the purposes and image of Te Papa when talking, negotiating or dealing with customers.

Job Specific

Essential

- A tertiary qualification in a relevant subject, or a qualification or part qualification in Museum Studies, or a relevant qualification in another subject, together with relevant experience in a museum or other organisation with similar types of collections.
- Fit and able to do some lifting.
- An ability to prioritise and implement tasks.
- Methodical and orderly work habits and an ability to keep accurate records.

- A competent user of MS Office products and an understanding of and familiarity with Ke Emu, or a competency in database work.
- Full, clean, current drivers licence.
- Willingness and the ability to learn the role and to take and follow instructions from Collection Managers.

Desirable

- Experience of te reo Māori and of tikanga Māori.
- Experience in packing and freighting valuable and/or fragile objects.