

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:

Collection Manager Photography and Media Art

Directorate:

Art and Collection Services

Job Objective:

To process, store and document the visual arts collections to the best international standards; to make them, and information about them, accessible to users while ensuring their long-term safety; and to support the principles of scholarship and mātauranga Maori.

Reports to:

Senior Art Curator

Responsibilities :

The position has a primary portfolio responsibility and focus on Photography and Media Art, both contemporary and historical, New Zealand and international within the collections of the Art and Collection Services directorate. This collection spans a range of media, genre and broad time periods. The role also entails the management and monitoring of the photographic cool storage, which requires special environmental conditions in association with preventive conservation.

Where this portfolio overlaps with others, or where specific interests and expertise outside the portfolio can be applied, undertake activity in consultation and co-operation with the relevant collection managers of these areas.

It also includes a mentoring element in relationship to the role of Assistant Collection Manager Art.

Tasks:

- **Care:** to work with other staff to ensure that the highest standards of care are observed in managing and using the collections
 - manage the Art collections to the best international standards of storage and handling;
 - advise internal and external teams and suppliers on the safe handling, movement and storage of collection items;
 - supervise the installation and movement of collection items for exhibitions when required;
 - ensure cultural requirements and sensitivities relating to taonga Māori and other collections are taken into account.

- **Documentation:** to work with other staff to ensure that the highest standards of documentation are observed in managing and using the collections
 - process new acquisitions into the collection promptly by registering them, creating new files, and entering appropriate information into the electronic collection information system;
 - ensure that locations for all collection items are accurately recorded at all times;
 - ensure collection documentation is always up to date.

- **Access:** to provide collection access to both internal and external users
 - manage the loan of material, both into Te Papa and out of the collection, according to the set policies and procedures;
 - service the needs of all visitors to the collection, whether internal, public or professional, within agreed parameters;
 - participate in the development of scholarship and mātauranga, either directly or in a supporting role;
 - support exhibition development and implementation as required.

- **External Movements:** to arrange or undertake freight and courier escorting at a level satisfactory to the curatorial or relevant exhibition team.

- **Relationships**
 - to develop and maintain networks with individuals, organisations, suppliers and communities to assist collection development, management, research and the general wellbeing of Te Papa.
 - work closely and collaboratively with other collection managers in the Art team, sharing tasks as necessary.
 - direct the work of, supervise, or mentor other staff and visitors as required.

Key Outputs:

- the likelihood of loss, deterioration, or damage to any collection item is minimised;
- appropriate storage systems are developed and maintained;
- relevant acquisition documentation is accurately processed and up-to-date to agreed standards;
- relevant manual and automated documentation is accurate, up-to-date and can be retrieved promptly;
- all loans, collection items and potential acquisitions are handled, packed and transported safely and in a timely manner;
- collection access is provided in a timely way and to the satisfaction of internal and external clients;
- scholarship and mātauranga objectives relating to the collections are met and conform to Te Papa's standards of scholarship, and those of Te Papa's peers;
- be available for involvement in the development and implementation of concepts for exhibitions and other Museum research-based products such as talks, lectures, publications, and on-line copy, within the strategic framework of Te Papa's Core Projects
- internal and external requests for service are implemented within agreed times and a high level of customer satisfaction is maintained;
- development and maintenance of relationships with external clients, including iwi/Māori, as well as with suppliers, are both positive and beneficial to Te Papa;
- relationships within the team, and in Te Papa generally are positive and supportive.

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 strong 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 Competencies

Essential

- collection management experience in a museum or gallery with a similar type of collection;
- an understanding and knowledge of photographic techniques and history;
- experience and knowledge of the management of the long term care and storage of electronic and analogue audio visual materials
- a degree of familiarity of IT skills and knowledge
- a general appreciation for the visual arts and contemporary art aesthetics
- experience in using a collections management system;
- experience in handling, packing and freighting valuable and/or fragile objects;
- strong knowledge, experience and understanding of tikanga Māori, particularly as it relates to taonga;
- tertiary qualification in an arts subject and/or museum studies or equivalent
- methodical and orderly work habits and an ability to keep accurate records;
- a competent user of Windows and MS Office products;
- physically fit and able to do some lifting;
- a valid drivers licence;