

**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:**

Curator, Natural Environment

**Job Objective:**

Provide a broad spectrum of natural environment knowledge, supplemented with expertise in particular fields that will support research, publishing, collection management, presentations and visitor experience products to enable the goals of Te Papa to be met.

**Reports to:**

Senior Curator who provides direction for team objectives and day-to-day individual work objectives.

*Works collaboratively with Collection Manager for the Collection and other discipline Curators.*

**Responsibilities / Tasks :****Collection Management/Development**

*The Curator is responsible for the direction of the higher-level collection planning and information dissemination. A strong contribution to Natural Environment Science Team (NEST) is expected, including NE strategic planning.*

*Curator Natural Environment will work within the Collection Development Strategy to:*

- Lead Natural Environment Collection Development and Management Plans
- Develop and monitor own collection area development plans, and prepare proposals for the acquisition of natural environment material through NEST
- Acquire natural environment material for Te Papa's collections according to the agreed plan and approved proposals
- Identify and catalogue information on collection items and verify registration entries in KE EMu
- Maintain an awareness of regulations and international standards for collection care and maintenance—and support development of, and adhere to policies and

procedures in Collection Management that are consistent with current regulatory compliance through NEST

### **Experience**

*The Curator Natural Environment will work within the Core Projects framework to:*

- Contribute to the development and implementation of concepts for short, medium and long term exhibitions, and other products
- Contribute to the provision of high quality visitor experience products (primarily, but not exclusively: exhibitions, talks, website, on-line and digital products, education services and publications)
- Contribute to the extension services activities of Te Papa by responding to public enquiries and providing talks, lectures and back of house tours.

### **Scholarship/Research**

*NE Curators are the leaders, supervisors, generators and disseminators of new scientific knowledge.*

- Conduct research on the collections that meets approved plans, with a view to expanding knowledge about the collections; and disseminate that knowledge to the wider community and within Te Papa
- Develop, supervise and undertake research projects that contribute to the key research themes within Natural Environment, including preparing, managing and supervising external research grant proposals
- Prepare results of research for publication in internationally recognized scholarly, peer-reviewed journals and in recognized popular formats through print, electronic and other media
- Supervise researchers working on projects in the specified Collections
- Report on research results and outputs as and when required and in a timely manner

### **Supporting Te Papa & Natural Environment Group**

*NE Curators are expected to work on a broad front both within Te Papa and externally to meet a range of Te Papa objectives outside of the Natural Environment Group*

- Participate in and contribute to an effective team environment across the organisation by contributing expertise and applying this within the required context
- Work with curatorial colleagues and the wider community as a science communicator— raising and supporting Te Papa's claim as an organisation that speaks with authority on scholarship and Mātauranga Maori
- Maintain good relationships with all stakeholders (internal and external), including iwi—and bring forward, promote and exchange information that may benefit Te Papa in developing these relationships
- Maintain and develop networks, and collaborate with the natural environment community, to ensure that Te Papa continues to be responsive to the needs of stakeholders

## **Key Outputs:**

### **Collection Management/Development**

- Collection Management plans are in place and acted upon—Policies and procedures meet regulations and internationally accepted standards
- Collections and collection care are documented as fully and accurately as possible, in a timely manner, and are made available to the public
- Acquisition is undertaken in a planned and proactive manner within the Collection Development framework—all proposals are pre-approved. All acquisitions should enhance and develop the Collection.

### **Experience**

- Scholarship and Mātauranga Māori outputs contribute to and support the key themes within the Core Projects framework
- Concepts for exhibitions and other products are developed proactively to anticipate and meet the needs of the visitor experience programme—Curators are accountable for defined outputs as Lead or Contributing Curators
- Talks, lectures, back of house tours, website, online and digital products, and answers to enquiries are provided to meet the expectations of visitors and agreed extension programmes defined within the Annual NE Business Plan.

### **Scholarship/Research**

- There is an NE Research Plan that is approved by NEST and which includes milestones for key outputs and results
- Approved research programmes are initiated, planned and carried out in a co-ordinated and interdisciplinary manner when required and the results are communicated in a range of forms that contribute to increased awareness and interest for different audiences
- Scholarly and popular papers, articles and books of high quality are published
- Te Papa is respected by the community as an institution that speaks with authority backed by scholarship and Mātauranga Māori
- Externally funded contracts are managed and any Volunteers, Researchers, Post Doctoral students, or Research Associates working on projects are supervised—and the research results meet high quality standards as verified by peer review.

### **Supporting Te Papa & Natural Environment Group**

- A positive contribution is made to the effective operation of the Team, the Group and Te Papa
- Professional behaviour is maintained within the workplace and in any forum or encounter in which you participate as a Te Papa representative
- Contributions to the wider needs of Te Papa are undertaken willingly and with a flexible approach to the needs of the tasks and the need for learning new skills
- Technology and systems are understood and are utilised effectively and to the required procedures and standards

- Reports and compliance requirements are met promptly, regularly and without reminder.

## **Person Specifications:**

### **Generic Competencies**

#### *Biculturalism*

- ability to provide leadership in the development of a bicultural organisation
- advanced awareness of the principles of the Treaty of Waitangi and an ability to provide leadership
- an appreciation of Māori customary concepts and pronunciation of Te Reo Māori
- an ability to build on and develop relationships with stakeholders.

#### *Customer Service*

- ability to assess the needs of the public regarding access to museum expertise and knowledge
- seeks opportunities to improve and add value to the organisation
- ability to remain calm and maintain a problem-solving stance in response to difficult situations.

#### *Communication Skills*

- ability to deal effectively with colleagues in the creation of a positive/productive environment
- highly developed ability to express and present concepts and information to a wide audience, verbally and in written form
- creates and fosters an environment in which there is a high level of co-operation within and between teams.

#### *Interpersonal Skills*

- ability to establish effective personal and working relationships and contribute to team building
- ability to motivate others by consistently working towards achieving Te Papa's bicultural goals and values
- ability to deal with a wide range of individuals and organisations, internally and externally, nationally and internationally, and to effectively represent interests of the Museum

## **Job Specific**

### ***Essential***

Curators are expected to

- Have achieved a PhD or equivalent competency and experience—and be able to demonstrate a structured, planned approach to working and scientific methodologies. Demonstrate a good knowledge and understanding of how scholarship is delivered—and the ability to plan and meet deadlines and report accurately on activities
- Be competent in the communication of science to specialist as well as to general audiences—have excellent presentation skills, verbal and written, to address the audience expectations of Te Papa (and be able to utilise appropriate, up-to-date, technology)
- Be committed to developing and pursuing externally funded research grants, contracts and projects
- Be able to effectively develop, manage and operate within an interdisciplinary or across discipline scholarly/research project or Collection Management programme
- Be willing and able to take both the wide view of natural environment, biodiversity, ecology and conservation, as well as to act as the discipline champion in its own right
- Take responsibility for identifying and achieving expected results
- Be able to work effectively with iwi, academic and cultural organisations
- Be able to operate with confidence and credibility at the highest management levels in Te Papa and with external clients
- Have excellent facilitation skills—and the ability to bring together, get results from and work effectively with a broad range of people
- Be able to supervise, coach, mentor and train others in the pursuit of the objectives of the unit—and also to take instructions and follow them when required
- Computer literacy

### ***Preferred***

*These may be skills requiring further development*

Curators should:

- Be able to develop creative, innovative approaches to exhibitions, demonstrating scholarship and facilitating mātauranga Māori within the exhibition framework—and to work co-operatively as a member and/or as a leader of the team
- Demonstrate the ability to manage and deliver complex projects in partnership with other natural environment focussed organisations, CRI's, government agencies

- Have achieved advanced computer skills and have a sound knowledge of statistical methods and computer applications.