



Te Papa Job Description

Effective Date: October 2009

JOB TITLE: Digitisation Technician
Directorate: Collections and Research
Unit: Art Team
Reports to: Senior Curator Art

Direct reports: Nil
Number of staff: Nil

TE PAPA'S MISSION & CONCEPT

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.

Te Papa's concept is founded on the principles of unified collections, the narratives of culture and place, the idea of forum, the bicultural partnership between Tangata Whenua and Tangata Tiriti, and the multidisciplinary approach to delivering a national museum for diverse audiences.

Within this concept, matters of concern to Te Papa are expressed within the framework of:
Papatūanuku – the earth on which we all live
Tangata Whenua – those who belong to the land by right of first discovery
Tangata Tiriti – those who belong to the land by right of the Treaty of Waitangi

ROLE OF DIRECTORATE

The Collections and Research Directorate is responsible for leading collections development and management, research, scholarship, and capability in four key curatorial areas; Art, History and Pacific Cultures, Mātauranga Māori, and Natural Environment. The directorate also provides access to and understanding of the collection, and care of the collections via collection services including conservation, imaging and collections information.

JOB PURPOSE

To digitise up to 14,000 single transparencies and 2064 rolls of black and white film (81,036 images in strips) from the Brian Brake collection

KEY RESPONSIBILITIES

1. Photograph or scan Brian Brake images to required formats, appropriately representing the original items and the artist/creator intentions.
2. Adjust images to ensure colour, contrast, brightness, sharpness, and cropping give a result faithful to the original.

3. Name, save and batch digital files ready for loading to EMu, load and check.
4. Handle original material and collection items in accordance with professional museum standards and tikanga Maori,

ACTIVITIES & MEASURES

<i>Main Activities</i>	<i>Success Measure</i>
<ul style="list-style-type: none"> • Photograph or scan Brian Brake images • Identify those that need cleaning, and co-ordinate with conservator to get cleaning done prior to imaging 	<ul style="list-style-type: none"> • Correct formats • Digital reproductions appropriately represent the original and respect artist's intentions • Priority order maintained • 14,000 single transparencies and 2064 rolls of black and white film (81,036 images in strips) completed

<i>Main Activities</i>	<i>Success Measure</i>
<ul style="list-style-type: none"> • Adjust images – colour, contrast, brightness, sharpness 	<ul style="list-style-type: none"> • Digital image is faithful to original

<i>Main Activities</i>	<i>Success Measure</i>
<ul style="list-style-type: none"> • Name, save and batch digital files ready for loading to EMu • Load to EMu • Check to confirm all images are correctly loaded to EMu 	<ul style="list-style-type: none"> • Files named and batched accurately • Records maintained accurately • Files and loading trackable

<i>Main Activities</i>	<i>Success Measure</i>
<ul style="list-style-type: none"> • Handles original material and collection items 	<ul style="list-style-type: none"> • No damage caused • Tikanga Maori observed • Museum standards followed

DELEGATED AUTHORITY

Budget authority	Nil
People delegation	Nil

KEY RELATIONSHIPS

Curator Photography	For What Purpose? Brian Brake project priorities
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Collection Managers – Art and Photography
Digital Retoucher – Imaging
Imaging Programme Co-ordinator

Collection access, museum standards
Technical guidance and supervision
Digital file management and tracking

SKILLS, KNOWLEDGE AND EXPERIENCE

* Skills and/or qualifications required

- Skilled in accurate digital scanning and digital copy photography
- Colour vision and acuity

* Specific competencies

- Attention to detail
- Orderly file management
- Data entry

* Areas of knowledge and experience

- Experience in scanning and digital imaging
- Good understanding of file formats
- Capable in use of Photoshop for accurate colour representation
- Experience in matching digital images to original files accurately
- Experience in heritage collection digitisation projects

GENERIC COMPETENCIES

Being Accountable

Level 1

- Takes responsibility for own actions
- Sees things through
- Keeps commitments
- Is punctual
- Uses time productively
- Acts with integrity
- Maintains own health, safety and well-being
- Complies with all Te Papa policies and specific work procedures
- Plans and organises work time effectively
- Looks for ways to do own job better
- Asks for feedback and modifies behaviour accordingly
- Learns from mistakes
- Celebrates successes

Building Relationships

Level 1

- Deals courteously and cooperatively with colleagues and supervisors
- Establishes effective working relationships and contributes to team building
- Works effectively with others to create a positive and productive work environment

- Shares knowledge and skills with team mates
- Offers to help team mates to achieve goals
- Participates in team activities
- Addresses issues directly and constructively
- Relates easily to people regardless of their gender, age, ethnic or cultural background
- Interacts positively with outside persons such as external contractors, the general public (through involvement in open days, tours, trials etc)

Communicating Effectively

Level 1

- Communicates clearly using a variety of channels
- Uses plain language
- Actively listens to hear what others have to say
- Checks for understanding
- Writes clearly and concisely

Customer Service

Level 1

- Is patient and polite
- Is well-presented, clean and tidy
- Wears uniform with pride
- Interacts with customers in a way that demonstrates genuine concern and respect
- Maintains the knowledge necessary to provide effective support and service
- Enhances the customer experience of the Museum
- Takes ownership for seeking solutions to customer concerns
- Remains calm and maintains a problem solving stance in response to difficult situations

Bicultural

Levels under development