

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:

Senior Curator Art

Job Objective:

To lead and manage the Art team (Curators and Collection Managers) so as to ensure excellent standards of museum practice.

Reports to:

Collections and Research Group Director

Staffing Responsibility

Art Curators and Collection Managers (and contract staff)

Currently this team comprises five Curators, five Collection Managers and two contract staff.

Responsibilities / Tasks :

- To assist the Collections and Research Group Director in the development of annual and long-term strategic planning, business planning, exhibition planning and research planning for Art (Curatorial and Collection Management)
- To manage the performance and professional development of Curators and Collection Managers
- To manage the budget of the Art team
- To ensure timely and accurate completion of all management reporting requirements
- To lead and manage acquisitions and collection development within the Art team
- To manage relationships with external agencies, institutions, and individual practitioners as appropriate and delegated
- To facilitate collaborative projects with external partners as described above

- To facilitate cross-divisional projects that are supported by the art collections and curatorial/collection management resource
- To represent the Collections and Research Group Director as and when necessary

The Senior Curator Art will:

- Be involved in the development and implementation of concepts for short, medium and long term exhibitions and other Museum products such as lectures, publications and on-line copy, within the strategic framework of Te Papa's Core Projects
- Develop and maintain project development links to Te Papa Productions / Commercial / Exhibitions Team / Collection Services / Technical Services
- Facilitate the development and implementation of a strategic collection development plan
- Develop content and proposals that support the extension services activities of the Museum including the provision of talks and lectures to meet Te Papa's visitor and extension programmes
- Maintain and develop networks and collaborate with the art and visual culture community to develop and enhance scholarship and mātauranga Māori within the Te Papa context

Building a professional culture for Curators and Collections Managers

- Establish performance measures for Curator's and Collection Managers functions that include collection development and management, cataloguing, community liaison and interpretation
- Set the direction and evaluate the work of Curators and Collection Managers
- Monitor the team's workloads on an ongoing basis
- Provide coaching as needed to meet agreed professional standards

Creating a supportive environment for Curators and Collections Managers

- Ensure that Performance Agreements and Performance Appraisals are conducted in a timely manner, and advise the Collections and Research Group Director, of any staff issues/problems as they arise
- Ensure that OHS standards are maintained and any issues reported to the relevant personnel

Key Outputs:

- The curatorial and collection management teams are empowered to work collaboratively, professionally, and respectfully together to make effective decisions

- Collection items are located and acquired in a planned, researched, documented and proactive manner
- Research and other activities relating to art and visual culture at the museum are developed in a co-ordinated and interdisciplinary manner and contribute to and support Core Projects
- Collections are documented as fully and accurately as possible and collection information is made available to the public in a timely manner
- The collections are used to initiate, contribute to and support Core Projects research
- The Museum is respected by the community as an institution that speaks with authority backed by scholarship and mātauranga
- The Museum maintains positive relationships with the community.

Person Specifications:

Generic Competencies

Biculturalism

- Under development

Being Accountable

Level 3 (cumulative with levels 1 and 2)

- puts the interests of Te Papa first, ahead of their own and their team's interests
- holds others accountable for delivering on their promises and commitments
- publicly supports organisational decisions, even if they held a different view before the decision was reached
- manages resources and people effectively to achieve results
- actively identifies areas of learning for self and others

Building Relationships

Level 3 (cumulative with levels 1 and 2)

- motivates, encourages and sustains the co-operation of others
- models good relationship management practices
- takes responsibility for repairing dysfunctional or damaged relationships
- assists others to build relationships and networks
- makes it easy for others to work with them and their team

Communicating Effectively

Level 3 (cumulative with levels 1 and 2)

- works to achieve buy-in from others by taking the time to communicate ideas clearly

- is confident and articulate in presenting information and arguments in a range of forums
- uses analogies and examples familiar to the audience to clarify points and concepts, maintains interest, and evokes desired responses

Customer Service

Level 3 (cumulative with levels 1 and 2)

- encourages a customer service ethic
- works with internal and external stakeholders in ways that positively grow Te Papa's reputation
- leads a customer centred approach to decision-making
- uses knowledge to think through what would be best for the client, and acts accordingly
- understands the viewpoint and objectives of different customers and how these can, at times, conflict with the interest of the organization

Management

Level 3

- constructively deals with under-performance
- sets challenging objectives for self and others
- constructively removes obstacles that get in the way of others achieving objectives
- delivers honest and constructive feedback to others
- creates an environment of openness, trust and knowledge-sharing
- promotes co-operation and collaboration, and develops staff in order to ensure Te Papa's ongoing achievement
- provides effective and efficient management of physical and financial Te Papa resources
- drives process improvement
- manages stakeholder expectations through quality relationships

Job-Specific Competencies

Essential

- Strong management skills and experience, preferably within a museum/art gallery environment
- An excellent knowledge and experience of historical New Zealand and international art, and related visual culture theory and scholarship demonstrated by an advanced tertiary qualification and/or relevant experience

- Strong networks and a demonstrated ability to work effectively with iwi, academic and cultural organisations
- Ability to develop creative, innovative approaches to exhibitions and public programmes and to contribute to scholarship and mātauranga Māori to meet the focus of Te Papa as a bi-cultural organisation
- Proven excellence in research and research management
- good facilitation skills and the ability to get results from working with a broad range of people and within a delivery team environment
- the ability and willingness to contribute to inter-disciplinary teams
- negotiation and consultation skills
- good computer skills with the ability and willingness to work with, and contribute to, databased information
- broad knowledge of the domestic cultural sector and sound knowledge of the sector internationally

Desirable

- experience of Māori art and visual culture and the ability to interpret and represent this in the context of Te Papa's visitor experience, particularly exhibitions
- A qualification in museum studies