

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:

Touring Exhibition Manager (Development and Implementation): Whales and international touring focus

Job Objective:

- Manage the development and implementation of assigned Te Papa exhibitions to with primary emphasis on international touring exhibitions and some domestic touring exhibitions
 - To work with the Touring Exhibition Manager (Strategy & Business)) to develop and implement ongoing systems for the effective delivery of Te Papa touring exhibitions projects
 - To provide input into exhibitions under development to ensure product is appropriate for touring
 - manage logistics planning and implementation, contract management, venue coordination and communication, exhibition installation, budget development management and reporting

Reports to:

Te Papa Touring Manager (Strategy and Business)

Responsibilities / Tasks:

- Project manage the development and tour management of assigned Te Papa generated touring exhibitions:
 - work with the Te Papa Touring Manager (Strategy and Business) to identify markets, contact potential venues and build and maintain relationships;
 - develop and manage the assigned projects' budgets and tour logistics;
 - prepare and manage promotional material including Te Papa brand and sponsors;
 - prepare and manage contracts;

- manage touring schedules; and exhibition installations/deinstallations
- manage documentation, crating and freight.
- Relationship management with venues
- Te Papa Exhibitions Development:
 - Provide appropriate direction and guidelines to Exhibition Development Team colleagues to ensure identified touring product is developed, designed and built in a manner appropriate for touring
 - Provide project analysis including financial, staff resource, time and product requirements in order to meet deliverables
 - Project manage the deliverables required to tour exhibitions
 - draft supply contracts for same;
 - contractor management.

Project manage the install and deinstalls of major tour exhibitions in offsite venues

- work with offsite venues Exhibition Managers to plan logistics of freight, install and deinstall.
- Ensure all practices in offsite venues meet Te Papa specifications around handling and care of exhibitions
- Secure the services of appropriate Te Papa staff to work on install and deinstall as required. Manage the contracts for these appointees and their pastoral care if offshore.
- Overall management of the installations and deinstallations in offsite venues.

Key Outputs:

- Management of assigned projects
- Preparation of business cases in relation to potential Touring exhibitions.
- Relationship building with potential venues.
- Coordinate and supply promotional material including tour proposals
- Contracts with venues prepared and negotiated including Loan Agreement
- Budgets and cash flows and projections prepared including Business Cases
- Installation documentation and tour manuals prepared
- Regulatory documentation for export/importing is prepared.
- Touring schedules set up.
- Crating and packing of exhibition organised.

- Freight schedules organised.
- Manage all aspects of touring including liaison re: sponsorship and design approvals
- Te Papa install/deinstall team appointed
- Manage install and deinstall of Te Papa touring exhibitions implemented on time to agreed standards
- Provide full reports on touring exhibitions on a regular basis, including financial reports.

Person Specifications:

Generic Competencies

Biculturalism

- basic understanding of te reo Māori
- an awareness of the historical significance of the Treaty of Waitangi and the responsibilities of the Treaty partners;
- ability to exercise tikanga Māori (customary concepts) in the workplace, eg. manaakitanga, whanaungatanga

Customer Service

- proven ability to anticipate as well as respond to the needs of internal and external clients;
- proven ability to maintain a problem solving stance in response to difficult situations;
- display a responsive, professional, open and enthusiastic manner with internal and external clients;
- maintains knowledge necessary to provide effective support and service.

Communication Skills

- ability to be open with people, to listen effectively and express ideas
- ability to use appropriate language and presentation skills;
- ability to prepare professional reports and correspondence on complex or specialist issues for a high level audience (eg. papers requesting approval for Supply Contracts);
- accurate, clear and concise written communication skills.

Interpersonal Skills

- ability to establish effective personal and working relationships with others and contribute to team building;
- ability to encourage, motivate and sustain the cooperation of others;
- good level of negotiation/facilitation skills;

- ability to effectively represent the interests of the Museum to external clients and contractors;
- sound team work and leadership qualities.

Job Specific

Essential

- Ability to build good working relationships in particular with colleagues in offsite and different environments and cultures
- proven experience in developing and touring museum type exhibitions.
- Superb communication skills.
- Extensive Exhibition related Project Management experience.
- Proven experience in the setting up and negotiating of contracts.
- Experience and knowledge in the handling of Museum objects.
- Experience in the packing and crating of exhibitions.
- Ability to problem-solve and makes swift and effective decisions.
- Extensive experience in the receiving and management of incoming exhibitions.
- Experience in installing and deinstalling exhibitions
- Ability to manage a team
- Able to travel both nationally and internationally regularly and at short notice if necessary
- Experience in Financial management .
- Experience in negotiation and report writing.

Desirable

- Experience in the development of exhibitions and/or projects with Iwi and other community groups.

Salary Range:

Negotiable