

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:

Writer – Te Reo Māori

Job objective:

- To ensure the production and editing of Māori language text that is consistent with the Te Papa style across the organisation
- To provide leadership in the development and implementation of Māori language text practice within the organisation
- To interpret, transfer and translate concepts, to communicate mātauranga Māori

Reports to:

Team Leader, Writing

Responsibilities / Tasks:

- Develop, in conjunction with the Team Leader, Writing, the tone, hierarchy, and general approach of exhibitions text, applying text strategies where necessary that will personalise the iwi and community voices
- Develop and maintain a Māori language style and ensure it is consistently applied
- Write Māori text in exhibitions – including wayfinding and marketing materials
- Write, edit and oversee Te Papa website Māori language text, including exhibitions text and Collections Online
- Write and oversee Māori language content for exhibition publications so that they have a recognisable identity that is consistent with Te Papa's brand

- Develop other exhibitions-related Māori language text, including computer interactives, audio outputs, audio-visual scripts, and general signage
- Māori language translation and copy-editing for other sectors of the Museum, such as National Services Te Paerangi, Education, Discovery Centres, and Te Papa Press
- Māori language text management – to ensure that the final outputs are accurately proofed, and that graphic standards in terms of readability are maintained
- Undertake reviews of exhibitions-related work, including high-level reviews of strategies for Māori text across all media

Key outputs:

- A high quality of translated, copy-edited, and proofed Māori language text consistent with Te Papa's Māori language policy of generally accepted usage, free of dialect.
- An overall quality of Māori language text for individual exhibitions that is consistent with the Te Papa approach, while maintaining the integrity of the exhibition 'voice'
- Exhibitions Māori language text that is accurate, accessible, and to specified word lengths
- Māori language text appropriate for the Te Papa website, including exhibitions and Collections Online, and for other sectors of the Museum, such as National Services Te Paerangi, Education, Discovery Centres, and Te Papa Press as required
- Exhibitions-related Māori language text, such as wayfinding, marketing and communication, and temporary signs
- Contribution to the Māori language section of the Te Papa Style Guide in a way that reflects the spirit of te reo Māori

Person specifications:

Generic competencies

Te Tiriti o Waitangi / Treaty of Waitangi

- An advanced awareness of the principles of the Treaty of Waitangi and active involvement in its practical implementation
- Ability to participate and understand processes involved in consultation with iwi

Te Reo Māori

- An advanced awareness of te reo Māori and leadership ability in its practical application
- Complete fluency in te reo Māori

Tikanga Māori / Customary concepts

- Extended understanding of tikanga Māori / customary concepts
- Ability to apply mātauranga Māori internally, and while representing Te Papa externally

Customer service

- Ability to respond professionally and effectively to the needs of people internally and externally
- A very high level of commitment to customer service
- Willingness to respond promptly to customers' needs, at the same time maintaining the requirement for high standards

Communication skills

- Ability to be open with people, to listen effectively and express ideas, information, and potential problems clearly
- Ability to express and present ideas and information effectively, in a range of different situations, so that they can be clearly understood

Interpersonal skills

- Ability to establish effective working relationships, and contribute to team building
- Ability to work effectively with staff, iwi and other stakeholders, to create a positive and productive environment
- Ability to work with a broad range of individuals, and reach solutions which are widely accepted

Job-specific competencies

Essential

- Extensive knowledge base in te reo me ona tikanga
- Experience in editing and publishing Māori language text
- Ability to copy-edit the Māori language to a high standard
- Understanding and experience of text management, including pre-production and production processes
- Understanding of modern media, including basic computer skills, familiarity with Microsoft Word
- Ability to work under pressure to meet tight deadlines

- Ability to be highly audience/visitor-focused

Desirable

- Certification in translating and interpreting English into Māori language text
- Experience in writing for narrative exhibitions
- Experience in writing to exact word limits while maintaining fluency and ease of style
- Experience in writing web text in Māori