

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 / Editor

Job Objective:

- To write and edit text related to Museum exhibitions and other Museum activities.
- To ensure that the Te Papa style with respect to the production, 'voice', and editing of text is maintained across the organisation.
- To ensure that a high standard of scholarship is reflected in text across the organisation.
- To play a key interpretive role as an advocate for Te Papa's widely varying visitors.

Reports to:

Team Leader, Writing

Responsibilities / Tasks:

- Write exhibition text.
- Write other exhibitions-related text, including marketing materials, wayfinding, text for computer interactives, audio outputs, audio-visual scripts, and general signage.
- Write and oversee exhibitions publications that have a recognisable identity that is consistent with Te Papa's brand.

- Copy-edit all text, as required.
- Write, edit, and oversee Te Papa website text, and entries in Collections Online.
- Work with Team Leader, Writing to develop the tone, hierarchy, and general approach of text in exhibitions.
- Liaise with exhibition team members to ensure that exhibitions meet their overall communication objectives, and that they are appropriate for the audience.
- Check the accuracy of information provided by others, and maintain accuracy while making text accessible to a broad audience.
- Work with other Te Papa departments (eg, Marketing, Events, Discovery Centres, Web Team, Education, National Services Te Paerangi, Funds Development) in producing high-quality text in various media, including educational resources, museum guides, brochures, e-newsletters, web text, invitations, and wayfinding.
- Ensure that Te Papa's text development processes are followed – that text is translated and copy-edited to Te Papa style and standard, that the final outputs are accurately proofed, and that graphic standards in terms of readability are maintained.
- Assist with the development and maintenance of both the English and te reo Māori style manuals, and ensure the styles are consistently applied.
- Train other staff members in Te Papa's writing and editing styles, standards, and procedures and be an active exponent of Plain English.
- Proactively look for ways to improve systems and processes related to writing and editing in the Museum.
- Deputise, when necessary, for Team Leader, Writing.

Key Outputs:

- Maintenance of Te Papa's leading-edge role internationally in the production processes and quality of museum text.
- Exhibitions text that is accurate, accessible, engaging, and to specified word lengths.

- Copy-edited, translated, and proofed text to a high standard.
- Edited text for Te Papa's website.
- Maintenance of Te Papa Collections Online.
- Provision of urgently-needed text (such as wayfinding and temporary signs).
- Exhibitions publications of a high standard, which reflect Te Papa's brand, and significantly enhance the Te Papa experience.

Person Specifications:

Generic Competencies

Biculturalism

- Basic understanding of tikanga Māori / customary concepts.
- Basic pronunciation of te reo Māori.
- An awareness of the historical significance of the Treaty of Waitangi, and some understanding of its contemporary application.

Customer Service

- An ability to respond professionally and effectively to the needs of internal colleagues and external customers.
- A very high level of commitment to customer service.
- An ability to respond quickly to colleagues' and customers' needs, and to balance the requirement for standards with those needs.

Communication Skills

- The ability to be open with people, to listen effectively, and to express ideas, information, and potential problems clearly.
- The ability to express and present ideas and information effectively, in a range of different situations.
- The ability to communicate complex ideas in language, both verbal and written, which is understood by all those involved in any given situation.

Interpersonal Skills

- The ability to establish effective working relationships, and contribute to team building.
- The ability to work collaboratively with colleagues, creating positive and productive environments in which the best possible results are achieved.
- The ability to work with a broad range of individuals to reach solutions which are widely accepted.

Job Specific

Essential

- Experience in writing text to a brief for a general audience.
- The ability to write creative, engaging text.
- Experience in writing to exact word limits while maintaining accuracy and accessibility.
- Several years experience in editing and publishing.
- The ability to copy-edit English to a high standard.
- The ability to work under pressure to meet tight deadlines.
- The ability to be highly audience-focused.
- Understanding and experience of text management, including design, pre-production, and production processes.
- Familiarity with Microsoft Word

Desirable

- A degree in a related field
- Experience in writing text for narrative exhibitions.
- Experience in the publication of te reo Māori
- An understanding of modern media, including the architecture of multi-media databases and internet websites.