

Position: **Collection Manager Kaiwhakahiato Taonga**

Reports to: Director Kaiwhakahaere

Direct reports: Collection Technician

Job status: Permanent, full time (37.5 hours)

POSITION SUMMARY

To lead the development, management and care of the Tairāwhiti regional collection of objects, art, taonga Māori, archives and photographs for current and future generations.

To ensure the museum delivers high standards in documentation and database management; storage, location control and physical care; acquisitions, deaccessions and loans processes and procedures.

To support the delivery of the museum's public-facing services (exhibitions, education programmes, research, online access) with the intent of increasing access to, and enjoyment of the museum collection.

RESPONSIBILITIES

Registration

- Manage acquisitions and deaccessions in accordance with Collection Development plans and policies
- Lead collection development committee meetings
- Ensure all registration processes, procedures and paperwork are followed and reviewed regularly to reflect best practice
- Investigate and resolve object status issues

Loans/Exhibitions

- Coordinate assessment and approval/non-approval of incoming and outgoing loan requests
- Manage approved loans and processes including creating and negotiating loan agreements, condition reporting, pest-treatment, mounting and display recommendations

- Organise packing and transport of objects between the Museum and external parties, including courier arrangements as required
- Organise insurance and/or Government Indemnity as required
- Manage loan renewals
- Maintain paper files and electronic records relating to loans

Collection Information Systems Management

- Ensure the collection management database and online collections portal is maintained including backups, regular administrative duties and loading upgrades as appropriate
- Work closely with IT staff, contractors and vendors to ensure smooth running of collection management systems
- Ensure appropriate security levels are set and maintained for staff, volunteers and the public
- Provide training for staff on the collection management database, maintain and review data entry standards, including data entry manual
- Actively contribute to cataloguing/digitisation of the collection through the creation of new database records and enhancement of existing records
- Lead the Museum's digital collection access strategy including managing all aspects of the online collections portal, and supporting the museum's online collection presence on social media

Collection Management

- Ensure collections are professionally managed in accordance with agreed standards and lead iterative improvement of collection management at the Museum
- Apply an understanding of contemporary research and future trends within museology, collection management, conservation and associated areas
- Collaborate with other staff in regards to collection care (noting specifically the special needs of the taonga Māori collection) and taking specific responsibility for the care and management of the social history collection
- Plan, lead and undertake specific projects to improve collection care including managing collection storage upgrades, collection packing improvements and relocation projects
- Ensure good management of collection stores and public areas including regular monitoring for pests, monitoring environmental conditions, general storage and display conditions and the condition of collection items
- Ensure collection items are available and in fit condition for display as required to support the museum's exhibition, education and events programme

- Facilitate access as required and in accordance with agreed protocols
- Advise on current and future collection needs with regard to safe, secure and accessible storage and exhibition facilities and implement agreed recommendations
- Develop Collection Policies and procedures
- Manage the Museum's Disaster Recovery Plan for collections
- Manage valuation processes to meet insurance and audit obligations as required
- Oversee legal and statutory requirements relating to collections, including taking responsibility as the Firearms Officer

Staff Management

- Supervise direct reports, and volunteers, interns, contract staff as required
- Create, monitor and report on work plans, and provide clear directions, targets and feedback for direct reports and others (as above)
- Develop direct reports (and others) to their full potential through guidance, coaching, mentoring and professional development and create and maintain a positive working environment
- Proactively deal with performance issues, in accordance with good human resources practice and the support of the Director, to ensure a satisfactory outcome for the Museum
- Work with the Director and other staff to identify employment, internship and volunteering opportunities within the museum

General

- Remain current with museological practice, trends and developments
- Develop initiatives to increase the use and profile of the museum's collection
- Follow health & safety requirements according to health & safety legislation and museum policy and procedures
- Contribute to a positive, professional and productive work environment
- Provide back-up assistance to other team members as required
- Provide input into development and improvement of procedures, systems, processes, and ways of working

QUALIFICATIONS AND EXPERIENCE

- A university degree and/or post-graduate qualification in Museum Studies or other relevant area of study (preferred)
- A minimum of two years relevant experience in a museum in a collections focused role (essential)

SKILLS AND KNOWLEDGE

- Sound understanding of registration, collection management and related disciplines
- Experience in packing and handling a wide range of objects
- Experience in loan management, database management (in particular Vernon CMS), acquisitions and inventory management highly desirable
- An understanding of te reo Māori and tikanga Māori
- An understanding of the dimensions of cultural, physical and spiritual care of taonga Māori
- Demonstrated understanding of the principles and practice of Te Tiriti o Waitangi and applying these in an organisational setting
- Demonstrated understanding of the Museums Aotearoa Code of Ethics and relevant legislation (for example the Protected Objects Act) and their application in relation to collection management
- Excellent leadership and facilitation skills and the ability to bring people together and develop positive relationships
- Proven and well developed team-work skills and attributes
- A record of sensitively handling complex situations to deliver successful outcomes
- A proven capacity for effective and positive communication, with strong reasoning and problem-solving skills, including public presentation skills and policy and report writing experience
- Strong written, verbal, analytical and reasoning skills, and a high level of ICT literacy
- An ability to make sense of information from a range of sources, and sound judgment to know when and how to elevate issues and possible solutions as needed
- An ability to confidently deal with matters arising concerning registration requests, new tasks, projects, research, enquiries, complaints
- An ability to logically analyse issues with attention to detail, and make timely decisions using sound judgement

PERSONAL ATTRIBUTES

- A mature approach, discretion, sensitivity and sound judgement
- A positive attitude
- High standards of professionalism and integrity
- A hard-worker, who is productive, proactive and can meet deadlines on time to a high standard
- A strong team player who is flexible, contributes constructively to team goals and activities, and can work independently as needed
- A person who can work constructively with a wide range of people at a variety of levels to advance strategic and business goals of the Museum
- A desire to enhance, enrich and promote Tairāwhiti Museum within the community
- A desire to work in, and help create and maintain a fun, positive working environment

OTHER

- The Collection Manager often works outside of normal business hours, sometimes at short notice, including evenings and weekends. Willingness and ability to work flexible hours is a requirement of the role.
 - The Collection Manager also undertakes national and occasionally international travel. Willingness and the ability to travel is a requirement of the role.
 - A current full drivers licence is a requirement of this role
 - A current firearms licence, or the willingness and ability to get a licence is a requirement of this role
 - Good physical ability to lift, climb ladders, reach above shoulder and below knee height is a requirement of this role
 - Covid-19 vaccination is a requirement of this role
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This job description is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake both within and outside of the normal hours of work
