

Position Description

Title:	E.E. Vaile Associate Curator Archaeology	Reports To:	Curatorial Support Manager
Directorate:	Collections & Research	Direct Reports:	Nil
Status:	Permanent 1.0 FTE	Date:	1 August 2025

About The Museum

Tāmaki Paenga Hira Auckland War Memorial Museum is New Zealand's largest museum, caring for more than 4.5 million taonga. We are Auckland's home of commemoration, New Zealand's oldest research institution, an education facility, and a major tourism destination. We employ approximately 300 people and have over 200 volunteers who kindly donate their time to us.

We offer a rich and fulfilling work life where we embrace diversity and nurture our bicultural capability as demonstrated in our Teu le Vā and He Korahi Māori strategies. We also offer a great range of benefits such as flexible work and leave, insurances, and an award-winning wellbeing programme.

Purpose & Context for the Role

The E.E. Vaile Associate Curator Archaeology is a pivotal role in unlocking the potential of Auckland Museum's Archaeology collection, under the leadership of the Curator Archaeology. The role provides curatorial expertise to support the development of Auckland Museum's Archaeology collection, enrich the content of the collection, promote collection access, answer public enquiries, contribute to the development of exhibitions, public programmes and digital content, and support research activities related to the Archaeology collection. It is expected that the E.E. Vaile Associate Curator Archaeology will bring strength in research areas that are complementary to the existing curatorial team.

This position's contribution is vital to enabling the wider Human History team to achieve its objectives that sit at the heart of the museum's aspirations. Auckland War Memorial Museum's Human History collections are often the essential basis for research both internally and externally and supports a wide range of future exhibitions and programmes for Auckland Museum.

Managed by the Curatorial Support Manager in the Human History Department, at a day-to-day level this role will work closely with the wider Archaeology Collections team comprised of Curator Archaeology and Collection Manager Archaeology. The role will also work closely with the wider Human History team and have the ability to contribute to, liaise and work effectively with teams across the Museum.

Associate Curators are respected roles, and their performance and behaviour influence the perception of integrity and expertise within the Museum and externally; their manner is expected to be proactive, professional and positive. A collaborative approach and superior interpersonal skills will be essential in dealing with diverse groups including the public, relevant communities, academic peers, Museum project teams and across all tiers of the Museum.

The Museum is a bicultural workplace and the person in this role will uphold the principles of He Korahi Māori and Teu Le Vā.

Accountabilities

Key Tasks:	Key Activities:
Collections Development	<ul style="list-style-type: none"> • Under the guidance of the Curator Archaeology support the strategic development of the Archaeology collection through collection development opportunities, in line with the Collection Development Plan (2020-2025) and the Annual Collecting Plan. • Work closely with Collection Managers and Collection Care staff in the overall management and care of the Archaeology collection, identifying and helping to develop priority improvement projects. • Enhance content and context of the existing Archaeology collection including data improvements, providing comprehensive information and development of electronic collections records. • Contribute to the development of the Collection Development Plan and the Annual Collecting Plan for the Archaeology collection, including assessment of objects for deaccession.
Access & Engagement	<ul style="list-style-type: none"> • Be a key point of contact for internal and external enquiries on the Archaeology collection within Human History and provide prompt and accurate information to public and professional enquiries, including photographic requests. • Provide expert advice and registration services as required under the Protected Objects Act 1975. • Alongside the Collection Manager Archaeology facilitate access to and interaction with collections for iwi, hapū, whānau, researchers and students. • Provide curatorial support for Archaeology collection loan requests in conjunction with the Loans Officer and other staff. • Provide curatorial input, research, advice and information in the development of temporary and long-term exhibitions, and gallery redevelopments. • Communicate to diverse audiences including specialists and the broader community through the museum's public programmes, exhibitions, online services and other media including off-site engagement. • Facilitate and supervise volunteers working with the taonga Māori collection on agreed projects. • With the relevant Collection Managers within the Collections and Research Directorate, contribute to the resolution of historic issues with access including appropriate iwi permissions, where required. • Advise on appropriate descriptive practices, language or vocabulary, where required.
Research & Scholarship	<ul style="list-style-type: none"> • Undertake innovative research related to the Archaeology collection that adds knowledge of the collection, contributes to research outputs, and enhances the museum's national and international profile. • Contribute to communicating research outputs through exhibitions as well as other published forms such as peer

	<p>reviewed journals, popular print, conferences, presentations to internal and external audiences and through digital channels.</p> <ul style="list-style-type: none"> • Provide oversight to staff, iwi, hapū and whānau groups, students, artists, practitioners and volunteers undertaking research on the Archaeology collection.
Professional Collaboration	<ul style="list-style-type: none"> • Develop and maintain collaborations with Māori communities, artists and practitioners, museums, galleries, universities and other stakeholders. • Alongside the Curator Archaeology identify subject specialists with significant knowledge and expertise related to the Archaeology collection that encourages new collaborations regionally, nationally and internationally to enrich collections knowledge.

Important Relationships

External:

- Iwi, Hapū, Whānau
- Researchers
- Students
- Museums, galleries and other collecting institutions
- Other communities of interest

Internal:

- Head of Human History
- Curatorial Support Manager
- Curator Archaeology, Collection Manager Archaeology
- Wider Human History Team including: Manager Human History Collections, Loans Officer and other Curators and Collection Managers
- Other teams within the Collections and Research Directorate e.g. Collection Care, Natural Sciences, Documentary Heritage, Collection Information and Access
- Teams across the Museum e.g. Exhibitions, Marketing and Communications, Toki Matarau

Our Expectations of our People

Ensure a healthy and safe work environment

- Takes reasonable care of their own health and safety and ensures that their actions don't cause harm to themselves or others.
- Complies with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.
- Understands and adheres to emergency and evacuation procedures.
- Speaks up about health and safety matters that could affect them or their workmates.
- Actively participates in hazard identification and reporting.
- Makes suggestions on how to improve health and safety at work.

Cultural awareness

- Proactive awareness and engagement with a wide range of cultures and associated protocol and traditions within Auckland, with particular reference to the Māori Dimension (He Kōrahi Māori) and Pacific Dimension (Teu le Vā).

- Understands and demonstrates the principles and application of the Treaty of Waitangi and the implications for the work of the Museum.
- Demonstrates a thorough understanding of the Museum's specific obligations in Auckland's cultural landscape and actively contributes to its evolution from a colonial institution to a future museum.

Digital capability

- Almost every role at the Museum depends upon technology to fulfil its purpose, we also use technology to create, store, protect, use, and share our digital assets. All Museum workers are responsible for the appropriate use of technology, compliance with all cybersecurity instructions, and the wellbeing of our digital assets.

Develop self for current and future employment

- Knowledge and skills are developed and maintained for competent performance of current position.

He Waka Eke Noa – Values & Behaviours

He Waka Eke Noa describes our unique identity and how He Korahi Māori and Teu Le Vā underpin how we think, act, and feel as employees of Auckland Museum. It is a leadership competency framework which sets out how we lead, behave and work with each other, our visitors, and communities.

- **Authentic** – Understanding our purpose, practicing our values, leading with our hearts
- **Customer Centred** – Creating memorable positive experiences for each other and our audiences
- **Respectful** – Honouring each other, valuing our differences
- **Connected** – Connected to each other, our work, and our communities
- **Growth Mindset** – We treat challenges as opportunities

Core Competencies Required

Generosity

- Displays goodwill towards colleagues and assumes the best of them, letting it go when mistakes are made and giving people another chance.

Customer Centred

- Is always ready to share with and help others, even if they need to go out of their way.

Resilience and Optimism

- Doesn't give up when faced with challenges; remains realistic, and hopeful.

Connected

- Exemplifies a mahi tahi approach and cooperates with others to benefit the whole.

Respectful

- Is committed to divesting themselves of colonial views and interpretations of people and taonga, values indigenous work views and knowledge.

Accountable

- Holds themselves accountable for their performance, is open to feedback and asks for it.

Inclusive

- Respects that people are free to be themselves and express their identities.

Additional Competencies Required for this Role

Success in this role requires the following additional competencies.

Action Oriented (Connected to our mahi)

- Understands individual and organisational goals and works conscientiously to achieve them.

Creativity (Curiosity)

- Engages deeply in their work, generates new ideas and shares those ideas with others

Integrity & Trust (Authentic)

- Leads with integrity (tika me te pono) and care (aroha) for each other. Acts as an advocate and ambassador for the Museum at work and in life.

Peer Relationships (Collaboration)

- Is committed to participating in meaningful, collaborative engagement with source communities that empowers them to achieve their aspirations.

Skills & Experience Required for this Role

Success in this role requires the following foundations.

- Relevant postgraduate qualifications or equivalent experience in a relevant field.
- Demonstrated experience and knowledge of Archaeology collections.
- Knowledge and experience working with and handling faunal collections.
- Demonstrated knowledge of best practice in collection care and development relating to Archaeology collections.
- Demonstrated understanding and commitment to Archaeology collections and their interpretive value, and as a core resource for museum activities.
- Demonstrated experience in contributing to the development of, and provision of accurate content for, public exhibitions.
- Demonstrated experience in contributing to the development of public programmes.
- Demonstrated experience/aptitude in digital storytelling.
- Understanding of the principles and practice of the Treaty of Waitangi, and the implications of this for the work of the museum.
- Evidence of strong networks with the Archaeology community at local and national levels.
- Experience managing volunteers working in a collection environment.
- Understanding of kaitiakitanga and manaakitanga.
- Must have outstanding verbal and written communication skills, and strong analytical, planning and time management skills.

- A collaborative approach and excellent interpersonal skills will be essential in dealing with diverse groups including iwi and whanau, community groups, the public, museum project teams, and across all tiers of the museum.

Personal Attributes Required for this Role

Success in this role requires the following attributes.

- A responsive, professional, open and enthusiastic manner.
- Self-motivation, organisation, an ability to cope well under stress.
- Evidence of ability to work collaboratively and in cross-functional teams.
- Must be able to work flexible hours, including evenings, holidays and/or weekends.

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