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Position Description

Title:	Collection Manager, Land Vertebrates and Gallery Renewal	Reports To:	Manager, Natural Sciences Collections
Directorate:	Collections & Research	Direct Reports:	Nil
Status:	Permanent 1.0 FTE	Date:	Feb 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 **Collection Manager, Land Vertebrates and Gallery Renewal** is responsible for ensuring the expert care of the Museum's Land Vertebrate and Tissue collections. To increase the impact of science at the Auckland Museum by managing, developing and strategically planning for collection-based infrastructure at the Auckland Museum and engage diverse audiences in the broader fields of science. Prioritising competing demands from a diversity of internal and external stakeholders for research infrastructure access, exhibitions, visits, loans, donations and accessions

The role is responsible for the day-to-day supervision of collection technicians and management of volunteers, and decision making in relation to the effective function of the assigned collection areas. It also supports the Gallery Renewal process across Natural Sciences by providing collection management expertise for the successful delivery of new galleries, the coordination of gallery improvements, and the wider Natural Sciences team in gallery developments.

Tāmaki Paenga Hira Auckland War Memorial Museum's Future Museum strategy is our high-level strategic and capital investment plan guiding a process of transformational change. This spans all the dimensions that the museum works in - onsite, offsite and online and is necessary to make sure the museum can achieve its vision and mission over the next 20 years. Together with the Five-Year Strategic Plan they guide our workplans across all departments at the Museum. The collections, and knowledge about them, are often the essential basis for research, exhibitions, programmes and events for a variety of audiences.

Collection Managers are respected, 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, communities, academic peers, museum project teams 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:
Managing Collections	<p>Undertake core operational activities for the Land Vertebrates and Tissue collection such as:</p> <ul style="list-style-type: none"> • Specimen preparation: including formalin and ethanol fixing, maceration, skeleton, study skins, spread-wing and feather sheet preparation as well as genetic sampling. • Manage all new acquisitions from point of approval through cataloguing and storage, ensuring they are fully documented, processed, labelled and housed, and arrange conservation treatment/condition reporting as required. • Ensure that the highest standards of care, authority and cultural sensitivity are observed when managing and utilising the collections • Manage and coordinate inward logistics for new acquisitions as required, including integrated pest management treatment. • Manage all regulatory compliance requirements in designated areas, including attaining or supporting permits and licences e.g. PC1, HSNO, and CITES as required • Maintain compliance with all aspects of relevant legislation and MPI BNZ Standards • Manage priorities and workflows of inventory and audit checks in designated area following approved procedures • Manage the resolution of historic Land Vertebrates and Tissue loans and accession backlog • Lead, manage and maintain an active volunteer program • Direct the work of, supervise, or mentor other team members as required • Action purchase requests: identify appropriate supplier, place order and ensure payment via online purchasing or TechOne. • Participate in regular pest management and cleaning schedules for assigned collection area. • Maintain professional networks

Gallery Renewal	<ul style="list-style-type: none"> • Work closely with the Manager, Natural Sciences Collections to coordinate Natural Sciences collection management support for Gallery Renewal • Assist with the preparation of exhibitions, educational and interpretive programs • Provide or coordinate display material and specimen information • Manage object lists relating to Natural Sciences galleries • Liaise with Collection Photographers to produce and schedule in collections photography to agreed standards and publication quality.
Collection Development	<ul style="list-style-type: none"> • Work closely with the Land Vertebrates Curatorial team and Manager, Natural Science Collections to determine priorities and work plans for collection development. • Assist with the preparation of accession and deaccession paperwork. • Facilitate gifts and exchanges of specimens in relevant collection area <p>Fieldwork</p> <ul style="list-style-type: none"> • Contribute to field expeditions, including as a leader, with staff, students, associates, visitors and volunteers from the Museum to strategically develop the Museum's collections and profile. • Manage or support the logistics of fieldwork, including permissions, equipment, liaison with external agencies, accommodation, transportation of specimens and equipment, ensuring local community requirements are met
Collection Documentation	<ul style="list-style-type: none"> • Responsible for maintaining paper and electronic files of collection management activities in accordance with current record management processes, ensuring they are secure, accurate and accessible for future retrieval. • Catalogue and enhance data for new and retrospective material using best practice principles, working to agreed standards and timeframes aligned with the guidance of the relevant Curator/Manager Natural Science Collections. • Ensure collections are intellectually and/or physically arranged maintaining record-keeping principles of original order and provenance, where appropriate. • Create and enhance database records with consistency and accuracy, including keywords to aid discoverability and connectivity. Add new information to records in a timely manner for maximum accuracy. • Conduct research to enrich database records and collection knowledge where necessary. • Address and document prejudicial or sensitive material appropriately using awareness, sound judgement, sensitivity and cultural competency. • Assess, manage and process existing collection backlogs
Database Management	<ul style="list-style-type: none"> • Provide technical support to wider team as needed. • Keep up to date with new Vernon CMS version developments

	<ul style="list-style-type: none"> • Review and clean CMS data and research historical discrepancies, using collection documentation and resources. • Ensure database information is consistent, accurate and retrievable. • Execute monthly data entry checks from curators, technicians and volunteers, update records to skeletal, core or enhance status. • Manage associated digital documentation and images and ensure these are linked to the relevant records. • Create, retain and distribute digital content and assets, making them searchable, shareable, usable and relevant across multiple digital channels, utilising best practice knowledge management processes. • Photograph new acquisitions following best practice guidelines and standards and/or liaise with imaging team to ensure new acquisitions are photographed to publication standard. • Complete linking and upload processes for digital images to Collections Online. • Ensure object image files are named and archived correctly, saved in the appropriate drives and caption information is recorded
Collection Access	<p>The Collection Manager, Land Vertebrates and Gallery Renewal is accountable for enabling physical and digital access to collections for staff, the general public, communities, researchers and sector colleagues</p> <ul style="list-style-type: none"> • Act as main point-of-contact for land vertebrates and tissue collections and collection management related to gallery renewal. • Lead or participate in Back-of-House and Front-of-House tours and other visits, including community talks and media interviews • Manage photography, filming and media requests pertaining to specimens and objects • Facilitate access/retrieval of collection items for internal and external stakeholders, including image requests and assisted viewings when required. • Enable safe transit and movement (internally and externally) of collections across the Museum and between sites. • Maintain excellent working relationships with commercial facilities housing Auckland Museum collections • Maintain practical knowledge of the latest best practice handling and rehousing techniques. • Supervise contractors, researchers and visitors working on collections or in collection spaces and coach/advise on handling and care when required. • Demonstrate awareness, sound judgement, sensitivity and cultural competency around tikanga and the handling of taonga. • Work at the Museum’s offsite facilities when required, including accessing items in specialist stores, according to defined access protocols. • Care for the collections by undertaking simple preservation treatments, liaising with the appropriate Conservator for advice.

	<p>Loans</p> <ul style="list-style-type: none"> • Responsible for managing internal and external research loan, gifts and exchange requests and returns in relevant collection area • Create, and/or review loan agreements and contribute to Exhibition Loans • Review, assess and renew/recall existing loans when required • Manage and coordinate the preparation, packing and transport logistics of outgoing loan objects between the Museum and external parties in accordance with PC1, CITES, the Ministry for Culture and Heritage and Hazardous Goods legislation • Maintain paper and electronic records of all loan activities in accordance with current record management processes, ensuring they are secure, accurate and accessible for future retrieval • Provide expert advice and support to the Exhibition Loans Team in regard to exhibition loan requests, including legislation, specimen selection, preparation, packing and organising delivery and uplift where necessary.
Collection Storage	<ul style="list-style-type: none"> • Store and rehouse the collections in accepted conditions, including the creation of protective enclosures. • Maintain collection organisation following Linnean classification or other agreed arrangements • Along with the Manager, Natural Science Collections, manage the resourcing of collection storage supplies and processing materials required for the collections. • Devise housing solutions that meet conservation storage standards for difficult items. • Develop and maintain collection labelling and current location tracking. • Ensure storage of collections meets Health and Safety requirements set by Worksafe and MPI around Dangerous Goods and Hazardous and/or uncleared biosecurity material. • Support establishment or improvement of office and laboratory workspaces.
Planning/Advice	<ul style="list-style-type: none"> • Advise on and help plan the safe and time-critical relocation of large collections onsite and offsite. • Develop specific project plans as required (resourcing, timeframes, costs, methodology, rationale). • Advise on new acquisitions and loan requests (storage, packing, logistics, associated costs) in a timely manner. • Advocate for storage upgrades where needed. • Provide advice to colleagues around storage solutions. • Contribute to the development and improvement of collection policies, systems, processes, standards, procedures, guidelines and workflows. • Maintain a working understanding of WAI262 as it applies to the collection and of the Museum Cultural Permissions process. • Contribute to the planning of new storage areas including recommendations on storage furniture and other requirements.

	<ul style="list-style-type: none"> • Ensure people working with collections demonstrate an understanding and compliance of the Museum’s collection policies, procedures, and processes.
Stakeholder relationships	<ul style="list-style-type: none"> • Manage the day-to-day activities of Collection Technicians and Assistant Collection Managers in relevant collection area • Supervision and training of visiting researchers, students, interns, contractors, cleaners and others accessing the collections as required. • Work with the Manager, Natural Science Collections to identify PPR objectives of Collection Technicians and Assistant Collection Managers in relevant collection area • Ensure relationships with iwi/hapu are maintained in co-ordination with Māori and Pacific Development staff • Contribute to discussions around the strategic planning of the department and the wider Museum. • Lead or participate in cross disciplinary teams as and when required. • Liaise with exhibition core teams, providing accurate and up to date. object information, collections access, and safe movement of objects to and from the gallery floor. • Scoping projects, workflow, supervision, provision of material for Collection Technicians as required. • Transfer of knowledge and skills, share information and/or train team members as required.
Project Work	<ul style="list-style-type: none"> • Lead or contribute to the successful achievement of project objectives as required. • Lead or participate in project initiatives as required. • Participate in exhibition development and implementation, and educational and interpretive programs as required. • Direct the work of, supervise, or mentor other project team members as required.
Research and Public Outreach	<ul style="list-style-type: none"> • Research and build intellectual knowledge base on subjects relevant to Land Vertebrates, Tissues and Gallery Renewal. • Research best practice in the care of and/or advances in technologies relevant to the collection. • Facilitate and/or contribute to collaborations with other research agencies, museums and universities as necessary • Provide research and reference support services in a collaborative manner for both internal and external stakeholders. • Support research on the collections and engage with Mātauranga Maori knowledge holders. • Contribute findings, statistics and collection management reports to the Natural Sciences team monthly reports. • Research and provide prompt and accurate information to public and professional enquiries according to Enquiries guidelines. • Lead or contribute to offsite and online outreach initiatives

	<ul style="list-style-type: none"> • Contribute to the bicultural and multicultural aspects of the collection by promoting indigenous name uses in Natural Sciences collections.
Assigned Collection Area	<ul style="list-style-type: none"> • Maintain knowledge of compliance and legislation relevant to the collection. • Undertake any required compliance certification required to carry out the role. • Maintain up-to-date procedural or operations documentation. • Maintain knowledge of safe handling of any hazardous materials related to assigned collection. • Ensure that safety procedures in collection spaces and laboratories are followed and all hazardous substances are appropriately stored and labelled. • Keep up to date with current legislation, regulations, policies, practices and trends. • Draw on knowledge of best practice, advances in technology and relevant research. • Initiate and/or advise on improvements to storage and handling procedures of Land Vertebrates collections based on best practice.

Important Relationships	
External:	<ul style="list-style-type: none"> • Peers in museums and research collections within Aotearoa New Zealand and overseas • National and international researchers, external clients and government agencies • Iwi, hapu and other communities • Transport, freight, insurance and customs companies • Donors, borrowers, lenders and vendors (private and institutional)
Internal:	<ul style="list-style-type: none"> • Natural Sciences staff, volunteers and interns • Curators, Collection Managers and Collection Technicians • Collections and Research Directorate • Māori and Pacific Development • Exhibitions and Display • Public Programmes and Education • Marketing, ICT Application Specialist and Finance as required

Our Expectations of our People	
Ensure a healthy and safe work environment	
	<ul style="list-style-type: none"> • 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.

Managing and Measuring Work (Accountable)

- Sets clear objectives and measures and monitors process, progress and results.

Peer Relationships (Connected to each other)

- Develops positive and trusting relationships with people characterised by openness and integrity.
- Can quickly find common ground and solve problems for the good of all; can represent their own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.

Self-Knowledge (Self-Awareness)

- Responds thoughtfully rather than reacting in ways that might harm relationships.
- Strives to understand how their thinking and actions are influenced by their experiences, where their biases lie and how to overcome them.
- Speaks with care, sincerity, and tact.

Problem Solving (Curiosity)

- Is committed to solving problems and is willing to persevere until they do; is solution focused.

Managing and Measuring Work (Accountable)

- Sets clear objectives and measures and monitors process, progress and results.

Skills & Experience Required for this Role

Success in this role requires the following foundations.

- Tertiary qualification in Natural Sciences, preferably specialising in Land Vertebrates
- A minimum of 3 years' experience in a collection management or collections-based role, with a demonstrated knowledge of collection management practices

- Experience working with a collection management database (e.g. Vernon, KE Emu Specify) and experience in data management and maintenance
- Demonstrated knowledge of Linnean classification systems and taxonomic science
- Knowledge of Aotearoa New Zealand terrestrial fauna is highly desirable
- Experience in the field collection, preparation and preservation of land vertebrate specimens
- Current, full drivers licence
- Experience working in/and or managing a laboratory environment including knowledge of safe chemical handling and laboratory practices
- Experience in handling and packing museum specimens
- Good working knowledge of MS Office suite
- Ability to manage and supervise volunteers and other staff
- Willingness to acquire compliance certifications required to carry out the role
- Demonstrated ability to build and maintain robust working relationships with internal colleagues and external stakeholders
- Demonstrated time management skills and an ability to juggle competing demands to ensure priorities are delivered

Personal Attributes Required for this Role

Success in this role requires the following attributes.

- Excellent attention to accuracy and detail.
- High level of personal initiative, motivation and common-sense application, with the proven ability to work unsupervised.
- Awareness, sound judgement, sensitivity and cultural competency.
- High level of communication with excellent verbal, written and listening skills.
- Demonstrates respect and sensitivity to the mana of taonga in the care of the collections.
- Holds a passion for museums and for working in a cross-functional team environment.
- Ability to work collaboratively including in project teams.
- The ability to work flexible hours, including evenings, holidays and/or weekends as required.
- A reasonable level of fitness is required in this role, including high level of manual dexterity, the ability to use ladders and occasionally handle heavy or awkward objects, specimens and equipment.

He Oranga Tangata ka ao
Enriching lives. Inspiring discoveries