

POSITION DESCRIPTION

<p>Position Title: Collection Manager, Pacific</p> <p>Department: Human History</p> <p>Directorate: Collections and Research</p> <p>Job Status: Full time, Fixed Term for 12months</p>	<p>Reports To: Senior Collection Manager, Human History</p> <p>Direct Reports: Nil</p> <p>Date: December 2021</p>
<p>Job Purpose:</p> <p>The Collection Manager, Pacific is responsible for the expert physical care, processing and documentation of Pacific collection items and for providing access to collections through hosting visitors to the collection, responding to enquiries, facilitating incoming and outgoing loans, and contributing to exhibitions and public programmes.</p> <p>Managed by the Senior Collection Manager, Human History at a day-to-day level this role will work closely with the wider Pacific Collections team including the Curator Pacific and Associate Curator Pacific. The role will also work closely with the wider Human History team and will contribute to, liaise and work effectively with teams across the Museum.</p>	
<p>Job Context:</p> <p>Auckland 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 which is focussed on six priorities over 2017-2022 (to reach out to more people, transform our buildings and collections, stretch thinking, lead a digital museum revolution, engage every school child and to grow and diversify our income) are guiding work across all departments at the Museum.</p> <p>This role is at the heart of many of the Museum’s aspirations as articulated in the Museum’s 5-Year Strategic Plan and Future Museum. The collections, and knowledge about them, are often the essential basis for exhibitions, programmes and events for family, formal education and tourist audiences.</p> <p>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, relevant communities, academic peers, museum project teams and across all tiers of the museum.</p>	
<p>Relationships</p> <p>External Relationships</p> <ul style="list-style-type: none"> • Pacific communities • Researchers • Students • Artist /Makers <p>Internal Relationships</p> <ul style="list-style-type: none"> • Human History team 	

- Collection Managers across other teams, as appropriate
- Collection Care Team
- Director Collections and Research
- Display and Production teams
- Collection, Information and Access team

Key Tasks and Expected Results:

Collection Development Support

- Contribute to collection development plans and development of collection standards
- Assist with acquisition and accessioning processes including the purchase and donation of collection items.
- Prepare and process acquisition paperwork, including copyright permissions
- Implement accessioning processes including: identification, physically numbering objects, photography, cataloguing, etc.
- Prepare deaccessioning paperwork
- Maintain supplies of packing and storage materials and tools, in association with Collection Care colleagues
- Work closely with Pacific Curators in determining priorities and work plans for the Pacific Collection

Collection Documentation and Storage

- Maintain records of collection items including ownership, history, identification and use
- Contribute to the ongoing development of database standards
- Create new database records and enhance information on existing database records
- Follow inventory procedures and undertake discrete inventory checks
- Maintain collection organisation following established classifications or storage arrangement
- Carry out collection photography
- Maintain collection store cleanliness and pest management practices
- Contribute to storage upgrade projects in collaboration with Collection Care colleagues
- Pack collections to agreed standards
- Undertake basic collection care tasks e.g. re-housing, mould removal, cleaning, etc. in line with Conservation advice
- Contribute to resolution of historic object status issues
- Contribute to incident reports if objects are damaged

Collection Access

- Provide supervision for volunteers, interns, cleaners and others accessing the collections and stores as required
- Respond to enquiries and facilitate visits related to the collections
- Assist the Loans Officer with loan requests, including documentation, packing and transport of objects
- Support the preparation of objects and information for exhibitions and public programmes
- Present expertise and knowledge as part of relevant public programmes
- Contribute to the resolution of historic loan issues
- Assist with copyright and other permissions management and reproduction requests
- Represent collection management interests in project working groups as needed, especially those relating to exhibitions and other public programmes

Digital Capability

- Uses best practice knowledge management processes for the creation, retention and distribution of digital content and assets, making them searchable, shareable, usable, and relevant across multiple digital channels

Develop self for current and future employment.

- Knowledge and skills are developed and maintained for competent performance of current position.
- A personal development plan is developed and maintained

Ensure a healthy and safe work environment

- Understand and exercise their health & safety responsibility according to health & safety legislation
- Understand and adhere to emergency and evacuation procedures
- Participate in annual health and safety audit of work
- Identify and report hazards, consistent with Museum policy and procedures

Cultural awareness

- Proactive awareness and engagement with a wide range of cultures and associated protocol and traditions within Auckland, with reference to the Māori Dimension (He Kōrahi Māori) and Pacific Dimension (Teu le Vā)
- Understand and demonstrate the principles and practice of the Treaty of Waitangi and the implications for the work of the Museum
- Demonstrate a thorough understanding of the Museum's specific obligations in Auckland's cultural landscape in a post-Treaty Settlement era

Skills, Knowledge and Competencies**Essential Knowledge & Experience:**

- Holds a degree relevant to the Museum's Human History collections, particularly pertaining to Pacific cultures
- A high level of knowledge and experience working with Pacific collections and facilitating access and engagement with Pacific communities is essential
- Demonstrated experience in cultural protocols and practices, particularly relating to Pacific communities
- Proficiency in a Pacific language is highly desirable
- A Museum Studies Diploma or Degree would be highly advantageous
- Collection Management System (Vernon) and collection cataloguing experience is highly desirable
- Prior experience in packing and handling objects
- Experience photographing objects
- Knowledge and understanding of digital collections and digital outputs (e.g. social media, collections online) is highly desirable
- Experience using mechanical equipment to access objects (e.g. forklift, wave lifter, etc.) desirable

Competencies:

- Cultural awareness and a strong desire to work in a values-led bicultural organisation
- Proven effective interpersonal and time management skills
- Must have strong and effective verbal and written communication skills
- A collaborative approach will be essential in dealing with diverse groups including community groups, the public, iwi and whanau, museum project teams, and across all tiers of the museum

Personal Attributes:

- Good spatial sense
- Must offer a reasonable level of fitness including the ability to regularly lift objects of medium to heavy weight
- Significant manual dexterity
- Must hold a current and full driver's license
- A positive work-ethic
- Must be able to work flexible hours, including evenings, holidays and/or weekends as required
- Desire to work in a fast-paced and lively organisation
- Holds a passion for dynamic museums and for working in a cross functional team environment
- Proven ability to work independently when required, and be a collegial team member