

## Position Description

Title:	Collection Manager, Relocations & Storage	Reports To:	Senior Collection Manager, Collection Care
Directorate:	Collections & Research	Direct Reports:	Nil
Status:	Permanent 1.0 FTE	Date:	June 2024

### 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 role of Collection Manager, Relocations and Storage is responsible for the provision of optimal storage and access to collections. This includes the oversight and management of the purpose-built offsite collection facility, named 'Manu Tāiko'. The role promotes and delivers on the expert physical care, professional storage, and handling of Museum collections items. This role sets best practice standards for packing and storage of exhibit and collection items across the organisation, and continually upgrades our collection storage through Storage Optimisation projects.

This role, working alongside the other Collection Managers, Relocations & Storage, bridges between our collections onsite at the Museum and our collections at our offsite collections' facility, providing expert care in the receiving, packing, transportation and unpacking of artefacts between sites.

This role supports a wide range of programmes which are the basis of the Museum's onsite, offsite, and online programmes.

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

The Collection Care team delivers on our guiding principle of kaitiakitanga and guides, advises

<b>Accountabilities</b>	
<b>Key Tasks:</b>	<b>Key Activities:</b>
<b>Management of Manu Tāiko, purpose-built offsite collection facility, and collection access</b>	<ul style="list-style-type: none"> <li>• Manage and facilitate access to the collection at the offsite collection facility, Manu Tāiko</li> <li>• Manage the use of the large objects store, small objects store, collections laboratory, quarantine, anoxic and workshop</li> <li>• Manage and maintain transportation loading dock area, ensuring organisation, cleanliness and safety protocols</li> <li>• Maintain and develop systems for collection access and retrievals between the offsite facility and museum, as well as access to collections to and from the Manu Tāiko collections lab.</li> <li>• Manage access to collections involving operation of specialised lifting equipment and machinery including Combi lift Forklift, Walkie Reach Forklift, Scissor Deck, WAVE</li> <li>• Demonstrate awareness, sound judgement, sensitivity and cultural competency around tikanga and the handling of taonga</li> <li>• Respond to enquires related to the collections and their care</li> <li>• Lead on utilization and maintenance of the anoxic system</li> <li>• Provide support and access to collection artefacts for the preparation of exhibitions, public programmes, projects, and photography requests</li> <li>• Manage and maintain the workshop, resources and tools required</li> <li>• Lead collection facility tours for internal and external persons and encourage the full utilization of the facility</li> <li>• Assist with management of collections electric vehicle, including the bookings of the vehicle and organizing the COF</li> <li>• Ensure the maintenance of store cleanliness and orderliness</li> <li>• Order storage furniture and materials required for the offsite collection facility</li> <li>• Conduct regular checks of offsite collection stores, storage furniture and fittings and report if damaged</li> <li>• Manage pest management and quarantine processes and procedures</li> <li>• Facilitate taonga Māori requests in accordance with Tikanga</li> <li>• Supervision of non-collections staff/contractors in collection spaces</li> <li>•</li> </ul>
<b>Storage Optimisation</b>	<ul style="list-style-type: none"> <li>• Set and contribute to best practice standards for packing for collection artefacts and communicate these standards across the Museum and industry where appropriate</li> <li>• Project scoping, writing, and actioning of specific Collection Care and Storage optimisation project plans (resourcing, timeframes, costs, methodology, rationale, 3D spatial planning)</li> </ul> <p>Use expertise and knowledge to advise internal and external parties on the planning of safe and time-critical relocation of large collections onsite and offsite</p> <ul style="list-style-type: none"> <li>• In collaboration with Conservators and Curators, receive and unpack collection artefacts from overseas, before placing in anoxic treatment</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist relevant Collections and Exhibition personnel with Future Museum planning in relation to decants of galleries/stores/objects to Manu Taiko</li> <li>• Physically assist Conservators with exhibition decants</li> <li>• Advise on new acquisitions that are to be stored at Manu Taiko</li> <li>• Develop and improve storage solutions for a wide range of collection objects</li> <li>• Plan, co-ordinate and undertake collection movements</li> <li>• Understand storage needs of the collection and advocate for storage upgrades where needed. Provide technical advice to colleagues around storage solutions.</li> <li>• Work alongside Conservators, Curators, Collection Managers, Display Technicians and other relevant stakeholders to develop and physically implement appropriate mounting and packing/housing standards suitable for increased access to the collection while providing best care and protection</li> <li>• In consultation with Collections staff, develop storage systems and methods to ensure the long-term care of the collections</li> <li>• Repack and re-house objects to agreed standards</li> <li>• Report on storage upgrades to stakeholders</li> </ul>
<p><b>Collection Management</b></p>	<ul style="list-style-type: none"> <li>• Maintain knowledge of international and national collection management best practice standards</li> <li>• Maintain and grow knowledge and expertise of the safe handling/packing of natural science specimens, human history collections and documentary heritage collections</li> <li>• Utilise Collection Management System (Vernon) to accurately record or edit collection object location information. Complete timely database updates and undertake discrete inventory checks in database as required.</li> <li>• Undertake cataloguing for all artefacts undertaking anoxic treatment</li> <li>• Maintain and implement efficient location processes and procedures for all collection stores</li> <li>• Provide Vernon CMS expertise, training and support to wider team where needed. Keep up to date with new Vernon version developments. Ensure data entered in Vernon is consistent, accurate and retrievable.</li> <li>• Create new collection database records and enhance information on existing database records with respect to Collection Care</li> <li>• At times represent collection management interests in project</li> </ul>

	<p>working groups, especially those relating to exhibitions, public programs, and capital works</p>
<p><b>Preventative conservation</b></p>	<ul style="list-style-type: none"> <li>• Contribute to the development of Collection Care standards, policies, and procedures</li> <li>• Support all specialist preventive conservation workstreams including, but not limited to: The Collection Response and Recovery Plan, Integrated Pest Management Plan, all aspects of environmental management, education initiatives etc.</li> <li>• Support and advocate for collection related emergency preparedness, quarantine, and pest management activities across the museum.</li> <li>• Provide preventive conservation advice and training to staff across the organisation</li> <li>• At times represent collection management interests in project working groups, especially those relating to exhibitions, public programs, and capital works</li> <li>• Contribute to incident reports if objects are damaged</li> </ul>
<p><b>Team contributions</b></p>	<ul style="list-style-type: none"> <li>• Attend and contribute to Collection Care meetings and other relevant meetings</li> <li>• Supervision and/or training of volunteers and interns as required</li> <li>• Professional networks are maintained</li> <li>• Keeps up to date with current legislation, regulations, policies, practices and trends</li> <li>• Draw on and shares knowledge of best practice, advances in technology and relevant research</li> <li>• Transfer of knowledge and skills, share information and/or train team members as required.</li> <li>• Look for opportunities to improve work processes in relation to sustainability</li> </ul>

<p><b>Important Relationships</b></p>
<p>External:</p> <ul style="list-style-type: none"> <li>• Contractors eg. Fliway, equipment service personnel</li> <li>• Museum and heritage professionals across the sector</li> <li>• Researchers and Students</li> </ul>

**Internal:**

- Collection Care Conservator team
- Loans Officer
- Display Technicians
- Curators and Collection Managers across the Collections & Research directorate
- Exhibitions and Production teams
- Property Services teams

## 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 with 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;

### Approachability (Collaboration)

- Exhibits body language consistent with warm and inclusive communication.
- Is easy to approach and talk to
- Spends the extra effort to put others at ease
- Can be warm, pleasant, and gracious

- Builds rapport well
- Is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.

#### Ethics & Values (Authentic)

- Speaks up when other's behaviours do not align with the Museum's values.
- Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times
- Acts in line with those values
- Rewards the right values and disapproves of others
- Practices what they preach.

#### Peer Relationships (Connected to each other)

- Acts to create sustainable relationships with teams and communities so that they are meaningful and reciprocal.
- Can quickly find common ground and solve problems collaboratively; is solutions focused.
- Exemplifies a mahi tahi approach and cooperates with others to benefit the whole.
- Acknowledges and behaves with the principles of reciprocity, balance, respect and mutual trust in relationships.
- Takes responsibility for words and actions and the impact that they have on others.
- Develops positive and trusting relationships with people characterised by openness and integrity.

#### Self-Knowledge (Inclusive)

- Recognises the uniqueness of Pacific cultures and stories, the Museum's Teu Le Vā framework and adopts an advocacy role, on behalf of Pacific people, to lower barriers to engagement with the Museum.
- Is aware of their own biases and actively works to minimise their impact on decisions and interactions with others.
- Is open to new ideas, new ways of doing things and the unfamiliar.
- Respectfully enquires of others first; seeks to understand others before seeking to be understood.
- Is committed to divesting themselves of colonial views and interpretations of people and taonga; values indigenous world views and knowledge.

#### Problem Solving (Curiosity)

- Demonstrates continuous improvement in their role.
- Approaches the unknown with curiosity rather than judgment.
- Identifies the root causes to current or potential issues and is willing to approach them from every angle to reach the right solution.
- Looks beyond the obvious and doesn't stop at initial answers fights the tendency to grasp the most obvious option.
- Is committed to solving problems and is willing to persevere until they do; is solution focused.
- Doesn't see problems and barriers as insurmountable; sees them as impediments to be removed.

## Skills & Experience Required for this Role

Success in this role requires the following foundations.

- A minimum of 3 years' experience in a museum or heritage institution
- Sound Collection Management System experience, preferably Vernon
- Extensive knowledge and experience in the safe handling, packing, unpacking and storage of museum artefacts
- A Tertiary qualification relevant to the Museum's collections and activities, with Museum Studies or Preventive Conservation highly desirable
- Proven competency in MS Office Suite and the aptitude to successfully utilize online tools for project management and reporting
- Current certification for, and experience in the operation of the following mechanical and elevated work platform equipment to access or store objects: Combi lift Forklift, Walkie Reach Forklift, Scissor Deck, WAVE
- Metal and/or wood working experience (crate and pallet making), with experience using workshop machines and tools highly advantageous
- A full and clean driver's license

## Personal Attributes Required for this Role

Success in this role requires the following attributes.

- Ability to build and maintain positive, co-operative, and collaborative working relationships with colleagues in a team environment.
- A self-starter with attention to detail, demonstrated accountability and commitment to task completion.
- Self-aware and has a growth mindset.
- Engaged communicator with demonstrated effective verbal, written, and listening skills.
- Physically able to lift, handle and move heavy objects (to 15kg maximum) within safe workplace guidelines.
- Must be comfortable working at heights, due to the required high elevated platform use
- Significant manual dexterity.

**He Oranga Tangata ka ao**

**Enriching lives. Inspiring discoveries**