

Position Description

Title:	Collection Technician, Documentary Heritage	Reports To:	Senior Collection Manager, Documentary Heritage
Directorate:	Collection and Research	Direct Reports:	Nil
Status:	Fixed Term 1.0 FTE	Date:	December 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 Auckland Museum has recently acquired a Documentary Heritage collection which focuses on Māori and Pacific writers' literature from 1950 to present day. It consists of over 800 items including publications, manuscripts, sound recordings and born-digital collections. This position will primarily focus on cataloguing this collection to make it accessible for researchers, while also contributing to the upcoming renewal of the Pacific Gallery.

Proficiency in a Pacific language or te reo Māori is highly valued for this role, as it will help build connections with Pacific and Māori communities and improve access by enhancing collection records for these communities.

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:
Cataloguing	<ul style="list-style-type: none"> Work alongside Collection Managers and Curators to catalogue published and unpublished collections Select an assortment of material to be photographed

	<ul style="list-style-type: none"> • Work under the guidance of the Collection Manager Publications and Associate Curator Documentary Heritage Pacific Collections
Rights and Permissions	<ul style="list-style-type: none"> • Work with Key stakeholders and Publication Rights team
Digital capability	<ul style="list-style-type: none"> • Follow 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.

Important Relationships	
External:	
<ul style="list-style-type: none"> • Team player and self-motivated • Māori and Pacific communities • Researchers and Students • Donors 	
Internal:	
<ul style="list-style-type: none"> • Associate Curator, Documentary Heritage Pacific Collections • Māori and Pacific specialists within the Collections & Research Directorate • Collection Manager, Publications • Collection Manager, Manuscripts • Documentary Heritage Department • Collection Information and Access Department 	

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	
<ul style="list-style-type: none"> • 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) -

- Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.

Customer Focus (Manaaki)

- Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Problem Solving (Systems Thinking)

- Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

Skills & Experience Required for this Role

Success in this role requires the following foundations.

Skills

- Proficiency in a Pacific language or te reo Māori is highly desirable for this role
- Catalogue material using best practice principles, and add these to Library/Museum databases, according to OCLC bibliographic data standards, working to agreed standards and timeframes aligned with the guidance of the relevant Curator/Senior Collection Manager.
- Create and enhance database records with consistency and accuracy, including keywords to aid discoverability and connectivity.
- Conduct primary research to enrich records and collection knowledge where necessary. This may include engaging knowledge holders and conducting interviews to aid in their description.
- Māori Subject Headings are used when appropriate and indigenous creators and knowledge holders are acknowledged.
- Address and document prejudicial or sensitive material appropriately using awareness, sound judgement, sensitivity and cultural competency.

Experience

- Tertiary study in relevant fields
- Experience in OCLC WorldShare (Te Puna) and knowledge of how to create new records in OCLC for unique holdings.
- Experience with Vernon CMS

- Competent at cataloguing
- Effective interpersonal and time management skills are essential
- Awareness of and experience working with sensitive cultural material
- Ability to confidently deal with new tasks
- Strong attention to detail
- Ability to make timely decisions using sound judgment and consultation
- Good overall understanding of collection management disciplines is desirable

Personal Attributes Required for this Role

Success in this role requires the following attributes

- Physically fit and fully capable of fulfilling the role and be physically able to lift and move heavy objects (up to 15kgs) within safe workplace guidelines
- Team player and self-motivated
- Understanding of the principles of equal opportunities, diversity management and the Treaty of Waitangi as they relate to the Museum environment
- 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
- Be comfortable talking or presenting on the work to stakeholders

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