

## Position Description

Title:	Collections Documentation Technician	Reports To:	Collections Documentation Manager
Directorate:	Collections and Research	Direct Reports:	None
Status:	Fixed Term (1FTE/40hrs)	Date:	June 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

Tāmaki Paenga Hira Auckland War Memorial Museum protects and cares for approximately 6 million objects in collections that have been built over 150 years. The collections range from Documentary Heritage, Human History and Natural Sciences objects. The collections are essential for research, and public access and engagement.

As Collections Documentation Technician, you will be an integral member of the Collections Documentation team improving and understanding collections data at Tāmaki Paenga Hira Auckland War Memorial Museum. The goal of the Collections Documentation team is to ensure museum collections are accounted for and accessible, through a range of collections documentation activity including audit, inventory and enhanced cataloguing, working with the collection teams to identify, record and improve collections information, and where necessary create high quality digital images. The resulting electronic data and images will significantly improve the information captured about the collections for use onsite, offsite and online.

The Collections Documentation team is part of the wider Collections & Research Directorate and sits within the Collection Care team. This team

oversight of all collection care activities at the Museum, under which accountability for collections falls. The work of Collection Care delivers on our guiding principle of kaitiakitanga – providing care for the collections and stories entrusted to us. The role and contribution of the Collection Documentation team are at the heart of the Museum’s long-term aspirations and is crucial for achieving the aims expressed in *The Path to 2029* five-year strategic direction.

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:
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Support the delivery of the museum’s Collection Documentation Plan by delivering priority inventory and cataloguing documentation projects under the direction of the Collection Documentation Manager</li> <li>• Work with teams across the Collections &amp; Research Directorate to create new, or to enhance existing collection records within Vernon CMS, following agreed record and data standards and terminologies</li> <li>• Contribute to the development of record and data-standards specific to different collections, utilising industry and sector benchmarks</li> <li>• Enhance collection records using information gained through research of primary sources where applicable</li> <li>• Proactively record the current location of any item without correct location data and record all not-sighted objects</li> <li>• When directed, undertake data migration from existing electronic data sources into Vernon CMS</li> <li>• Maintain a continuous review of data being produced to ensure accuracy</li> <li>• As directed by the Collection Documentation Manager, support activities and tasks to increase the standardisation of collection data in Vernon CMS</li> </ul>
<b>Collection Research</b>	<ul style="list-style-type: none"> <li>• Work with Curators, Collection Managers and other subject experts to identify additional sources of information to add to object records</li> <li>• Identify and reconcile data and identification errors, utilising acquisition ledgers, title documentation and other primary sources</li> </ul>
<b>Collections Handling</b>	<ul style="list-style-type: none"> <li>• Under the guidance of the Conservators and Collection Managers from within Collection Care, rehouse items according to appropriate best practice</li> <li>• Mark or label objects or archives when appropriate</li> <li>• Operate safe handling practices in the movement of objects between store and assigned working spaces</li> <li>• Maintain clear and safe workspaces for the processing of collections</li> <li>• Follow all established procedures in the processing of collections</li> </ul>

<b>Digitisation</b>	<ul style="list-style-type: none"> <li>• Follow the guidance of the Museum photographers to create high quality images of objects and upload to the CMS records</li> <li>• Where relevant, digitise primary sources of information and link to CMS records</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Collaborate with other Collection Documentation Technicians, relevant Curators and Collection Managers to successfully apply workflows and achieve objectives</li> <li>• Participate in Collection Care team meetings and other relevant meetings as required</li> <li>• Ensure required progress and accuracy is maintained</li> <li>• Follow Incident Reporting procedures if objects are damaged or for near miss instances</li> <li>• Provide frequent updates and regular reports on progress</li> </ul>

## Important Relationships

### External:

- Museum Visitors

### Internal:

- Collections Documentation Manager, other Collections Documentation Technicians and the wider Collection Care team
- Staff across the Collections & Research Directorate
- Museum Photographers
- Security and H&S, Property Services, and other teams as required
- Volunteers

## 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 Orientated** (Connected to our mahi)

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

### **Drive for Results** (Big Picture)

- Compares day-to-day tasks to the bigger picture to ensure that their efforts contribute to the Museum's strategic priorities.
- Maintains knowledge of current and possible future practices, trends, technology and information affecting the Museum.
- Is comfortable being part of something bigger than themselves.

### **Creativity** (Curiosity)

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

### **Managing & 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.

- 1-3 years museum experience in a similar role is essential
- Experience using collection management systems or other databases in a museum context is essential. Knowledge of Vernon CMS is highly desirable
- Experience applying best practice in the safe handling and storage of museum collections is also essential
- A Tertiary qualification in a field relevant to the Museum's collections is desirable
- Strong attention to detail is essential
- An understanding of the principles of the Treaty of Waitangi and the implications for the work of the museum is essential
- Effective time management skills are essential
- Awareness of relevant descriptive or cataloguing systems is desirable
- An understanding of the museum's aims and an engagement with the subjects it covers is desirable
- Proactive awareness and engagement with a wide range of cultures and associated protocol and traditions within Auckland
- Experience working to complete collections inventories is desirable
- Experience of working in a multi-disciplinary team is desirable
- Good overall understanding of collection management disciplines is desirable
- Understanding of Health and Safety in the workplace is desirable
- Knowledge of hazards in a museum context is desirable
- Proficiency in Microsoft applications is desirable

### Personal Attributes Required for this Role

Success in this role requires the following attributes.

- Integrity and trustworthiness are essential
- Effective interpersonal skills are essential
- A proven track record of self-improvement is highly desirable
- A responsive, professional, open and enthusiastic manner
- Self-motivation, organisation and an ability to cope well under pressure
- Enjoys working closely with others but can work independently if necessary
- A natural and strong personal interest in the heritage environment of New Zealand would be an advantage

He Oranga Tangata ka ao  
Enriching lives. Inspiring discoveries