

## Position Description

Title:	Conservator, Centenary Project	Reports To:	Principal Conservator
Directorate:	Collections & Research	Direct Reports:	Nil
Status:	1FTE – Fixed Term	Date:	February 2026

### 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 Museum’s strategic document, “Path to 2029” sets out the direction of the Museum over the next four years as we head towards the 100-year anniversary in our current building on Pukekawa in 2029. Over the next four years the Museum will be renewing gallery spaces leading up to celebrating our 100-year anniversary on this site. This role is part of a team dedicated to the Centenary Project. You will be removing objects from existing galleries, for their packing and relocation to the collection store as galleries undergo renewal and refurbishment.

The position of Conservator, Centenary Project will determine and implement an effective conservation approach in the planning and implementation of works through appropriate preventive and remedial conservation to ensure the stability of objects for packing and relocation.

The role reports to the Principal Conservator in the Collection Care Department and will be a member of the Centenary Project - Collections Decant project team. This team is comprised of Project Manager Collections Special Projects, two Conservators, a Team Lead, Centenary Decant Project and seven Decant Specialists. The role will ensure conservation standards are maintained over the duration of the relocations project.

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:
Conservation planning and advice	<ul style="list-style-type: none"> <li>• Determine and implement an effective Conservation approach in the planning and execution of works through appropriate preventive and remedial conservation to ensure stability of objects for packing and relocation.</li> <li>• Contribute to the planning and prioritisation of gallery object decants and storage relocation.</li> <li>• Provide expert Conservation advice in work and process delivery.</li> <li>• Prepare and pack collections for subsequent transfer within the Museum and to the Museum's Offsite Storage Facility.</li> <li>• Establish protocols and procedures which will enhance overall delivery and efficiencies.</li> </ul>
Stabilisation and care	<ul style="list-style-type: none"> <li>• Provide advice and appropriate remedial strategies to the NZCCM code of ethics including, assessment, proposal (taking into consideration artist intention and cultural protocols), stabilisation and reporting.</li> <li>• Survey the condition of the collections as required.</li> <li>• Contribute to the prioritisation of collections stabilisation as required.</li> <li>• Document changes on existing database records with respect to collection condition, treatments and movements.</li> <li>• Keep up to date with current Conservation technologies, methodologies and materials.</li> </ul>
Training	<ul style="list-style-type: none"> <li>• Provide advice and contribute to training of staff on handling and safe packing methods.</li> <li>• Work with the Senior Collection Technician to upskill and train the project Collection Technicians in collection care expertise.</li> </ul>

Important Relationships
<p>External:</p> <ul style="list-style-type: none"> <li>• Suppliers</li> <li>• Contractors</li> <li>• Source communities e.g. iwi, Pacific</li> </ul>
<p>Internal:</p> <ul style="list-style-type: none"> <li>• Principal Conservator</li> <li>• Team members – Project Manager Collections Special Projects, Conservator, Team Lead, Centenary Decant Project, Decant Specialists, Centenary Project</li> <li>• Collection Care Department – Collection Managers, Conservators</li> <li>• Human History Department – Collection Managers and Curators, Associate Curators</li> <li>• Other team members, Centenary Project e.g. base build and exhibitions teams</li> </ul>

## 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

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## 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.

### Approachability (Collaboration)

- Exhibits body language consistent with warm and inclusive communication

### Peer Relationships (Manaaki)

- Creates meaningful connections with people that are personalised, relevant and informative.

### Problem solving (Curiosity)

- Is committed to solving problems and is willing to persevere until they do; is solutions focussed.

### Self-Knowledge (Inclusive)

- Is aware of their own biases and actively works to minimise their impact on decisions and interactions with others.

## Skills & Experience Required for this Role

Success in this role requires the following foundations.

- A degree in materials conservation
- Member of NZCCM or internationally recognized Conservation affiliations
- A minimum of 2 years conservation experience
- Experience working as part of a team undertaking bulk packing and relocation of museum collection material
- Evidence of ability to work collaboratively and in cross-functional teams
- Competency in Word, Excel, Collection Management Databases
- Ability to effectively and constructively communicate Conservation concerns
- Excellent interpersonal and time management skills
- Up-to-date knowledge of current professional thinking around Preventive Conservation
- Experience in working with Pacific and Māori cultural material
- Excellent spatial sense and ability to work in tight spaces and handling large objects
- Experience working in a museum environment
- Ability to make timely decisions using sound judgment and consultation
- Vernon database experience an advantage
- Current driver's licence

## Personal Attributes Required for this Role

Success in this role requires the following attributes.

- Tact, discretion, and confidentiality
- A responsive, professional, open and enthusiastic manner
- Holds a passion for dynamic museums and for working in a cross functional team environment
- A preparedness to work flexible hours, including evenings, holidays and/or weekends if required

He Oranga Tangata ka ao  
Enriching lives. Inspiring discoveries