

Position Description

Title:	Curator Archaeology	Reports To:	Head of Human History
Directorate:	Collections and Research	Direct Reports:	Nil
Status:	Permanent 1.0 FTE	Date:	November 2022

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 Museum curators have an influential role across many aspects of the Museum’s business. This role provides a high level of curatorial expertise in archaeology of the wider Auckland region. It is directed towards acquiring new knowledge, collection development, promotion of collection access, development of exhibitions and public programmes, and generation of research outputs for Tāmaki Paenga Hira Auckland War Memorial Museum.

The Museum holds one of New Zealand’s most significant archaeology collections and our Archaeology team deliver high quality research outputs. The role of Curator Archaeology provides strategic leadership for the Archaeology collection and works closely with the Associate Curator Archaeology and Collection Manager Archaeology. The role is responsible for managing the archaeology collection including development through donation or purchase, ensure preservation and care, organising arrangement and description work to make the collection accessible and undertaking and publishing research on the collection, contributing to exhibitions (physical and online) and promoting the collection to users. The Curator Archaeology will bring existing and develop new research relationships, and will continue to raise the profile and relevance of the archaeology collection to a range of users and stakeholders.

The role will have as a focus area the development of narratives and ways of engaging and understanding, which are central to the implementation of new galleries throughout Tāmaki Paenga Hira Auckland Museum.

Curators are in highly respected roles and their performance and behaviour influences 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.

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:
Collections Development	<ul style="list-style-type: none"> • Lead the strategic development of the Archaeology collection. • Lead the development of the Collection Development Plan and the Annual Collecting Plan for the Archaeology collection, including assessment of objects for deaccessioning. • Provide advice and work collaboratively with the Associate Curator Archaeology and Collection Manager Archaeology and with Collections Care in the overall care of the collection. • Enhance content of the existing Archaeology collection including data improvements, providing comprehensive information for the development of digital collection records. • Work closely with Iwi, private landowners and government agencies to ensure compliance with legislation.
Research and Scholarship	<ul style="list-style-type: none"> • Develop and undertake an active fieldwork-based research programme in Archaeology in conjunction with communities that builds and deepens knowledge of the collections, contributes to research outputs, and enhances the Museum’s national and international standing. • Maintain a high level of knowledge and understanding of the archaeology collection, particularly site assemblages and the archaeology of Auckland and the Coromandel regions. • Contribute to communicating research outputs in programmes and gallery content as well as other published forms such as peer-reviewed journals, popular print, conferences and presentations to internal and external audiences and through digital channels.
Professional collaborations	<ul style="list-style-type: none"> • Collaborate with both internal and external research partners in research activity that may cross disciplinary boundaries, including the incorporation of Mātauranga Māori. • Develop and maintain collaborations with museums and universities, government departments, researchers, and iwi partners. • Encourage strategically focused new collaborations regionally, nationally and internationally.
Access and Engagement	<ul style="list-style-type: none"> • Communicate the results of original research through publications, conferences and presentations • Communicate to diverse audiences including specialists and the broader community through the Museum’s public programs,

	<p>exhibitions, online services and other media including off-site engagement.</p> <ul style="list-style-type: none"> • Be responsible for exploring and developing a range of physical and digital ways of connecting audiences to collections. • Facilitate access to and interaction with collections for researchers, students, visiting scholars and colleagues, community and special interest groups. • Facilitate outward loans to other museums and agencies for exhibition, engagement, and research. • Provide prompt and accurate information to public and professional enquiries, and image requests in association with the Human History team. • Provide expert advice and registration services as required under relevant legislation and conventions (e.g. Protected Objects Act 1975, Heritage New Zealand Pouhere Taonga Act 2014, Biosecurity Act 1993, CITES and UNESCO Conventions). • Facilitate and supervise volunteers working on the collection.
External Funding	<ul style="list-style-type: none"> • Apply for and secure external funding for collection development, publications and research projects.
Professional Standards	<ul style="list-style-type: none"> • Ensure ethical and safe work practices within the museum and when undertaking offsite work activities. • Comply with Auckland War Memorial Museum's governance and operational policies, and with relevant legislation and regulations.
Other duties	<ul style="list-style-type: none"> • Other duties not specifically mentioned in this document will be required to meet institutional objectives, but these will be within the capacity and experience normally expected from persons occupying a position at this classification level.

<h2 style="color: #4F81BD;">Important Relationships</h2>	
<p>External:</p> <ul style="list-style-type: none"> • Researchers, research collaborators and students • Community groups including Iwi, Hapū and Whānau • Ministry for Culture and Heritage and other relevant government agencies. • Students, tertiary and educational organisations • Museums, galleries and other collecting institutions • Professional colleagues and research institutions nationally and internationally 	
<p>Internal:</p> <ul style="list-style-type: none"> • Head of Human History • Associate Curator Archaeology, Collection Manager Archaeology and the Māori collection Curatorial team • Wider Human History team: Curatorial Support Manager, Senior Collection Manager, Loans Officer, other Curators, Associate Curators and Collection Managers • Other teams within the Collections and Research Directorate: Collection Care, Natural Sciences, Documentary Heritage, Collection Information and Access 	

- Colleagues in Finance, Exhibitions, Public Experience, Māori and Pacific Development, Marketing
- Volunteers and Interns

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.

Action Orientated (Connected to our mahi)

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

Creativity (Curiosity)

- Engages deeply in their work, generates new ideas and shares those ideas about others.
- Broadens their networks to those who think differently but have the same goal.

Integrity & Trust (Authentic)

- Leads with integrity (tika me te pono) and care (aroha) for each other. Acts as an advocate and ambassador for the Museum at work and in life.

Peer Relationships (Collaboration)

- Is committed to participating in meaningful, collaborative engagement with source communities that empowers them to achieve their aspirations.
- Encourages and acknowledges the ideas and suggestions of others.
- Puts the goals of the team ahead of individual interests.

Skills & Experience Required for this Role

Success in this role requires the following foundations.

- Relevant postgraduate qualifications (PhD preferred) in archaeology, or equivalent
- Proven record of publication on NZ archaeology and material culture
- Have experience of participating in and leading archaeological excavations
- Demonstrated experience and extensive knowledge of analysis of archaeology collections
- Demonstrated understanding of and skills in description of Māori material culture, their scientific and interpretive value, and as a core resource for museum activities
- Demonstrated knowledge of best practice in collection care and development relating to archaeology collections
- Knowledge of statutory and legislative requirements relating to archaeology collections in New Zealand
- Demonstrated understanding and commitment to collections and their interpretive value, and as a core resource for museum activities
- Demonstrated experience in contributing to the development of public programmes and exhibitions in a museum context
- Evidence of ability to work collaboratively and in cross-functional teams.
- Experience managing staff and/or volunteers working in a collection or research environment in a museum
- Demonstrated experience in and commitment to ethical and safe work practices.
- Understanding of the principles and practice of the Treaty of Waitangi, and the implications of this for the work of the museum
- Knowledge of tikanga Māori especially relating to collections, knowledge of Te Reo Māori is desirable
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- An understanding of New Zealand copyright law as applied to written and visual media is desirable, but not essential
- Must have outstanding verbal and written communication skills, and strong analytical, planning and time management skills
- A collaborative approach and excellent interpersonal skills will be essential in dealing with diverse groups including community groups, the public, iwi, hapū and whānau, museum project teams, and across all tiers of the museum
- An awareness of Mātauranga Māori as a structure of knowledge about the relationships of people and the environment

Personal Attributes Required for this Role

Success in this role requires the following attributes.

- A responsive, professional, open and enthusiastic manner
- Self-motivation, organisation, an ability to cope well under stress
- Evidence of ability to work collaboratively and in cross-functional teams
- Engaged communicator
- Mature outlook
- Growth mindset

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