

## Position Description

Title:	Decant Specialist, Centenary Project	Reports To:	Team Leader Centenary Decant Project
Directorate:	Collections & Research	Direct Reports:	Nil
Status:	Fixed Term 1.0 FTE (18 months)	Date:	3 March 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

The Museum’s new 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 Decant Specialist, Centenary Project is focused on delivering the programme of works to decant, pack and relocate collections from the galleries into the collection stores. This project will enable the next phase of the Centenary project to proceed as galleries are refurbished and new exhibitions are installed.

The role reports to the Team Leader, Centenary Decant Project and will work closely with the wider project team comprised of the Project Manager Collections Special Project, Conservators and fellow Decant Specialists.

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:
Collection Care – packing, storage & relocation	<ul style="list-style-type: none"> <li>• Undertake the safe decant of collection objects from galleries according to the project plan</li> <li>• Repack and re-house objects to agreed standards</li> <li>• Work alongside the Project Manager Collections Special Project, the Team Leader Centenary Decant Project, Conservators and other stakeholders (Collection Managers, Conservators, Curators) to develop and implement appropriate mounting and packing/housing standards suitable for increased access to the collection while providing best care and protection</li> <li>• Design and create bespoke boxes, crates and mounts (3D) to house objects</li> <li>• Contribute to storage and relocation planning and methods for the collection</li> <li>• Prepare objects for condition assessment, conservation stabilisation, rehousing and relocation</li> <li>• Report changes in condition and signs of deterioration to the Conservators, Centenary Project</li> <li>• Re-organise collection stores as required and maintain stores cleanliness</li> <li>• Ensure required progress and accuracy is maintained</li> <li>• Plan and undertake the movement of objects</li> <li>• Assist in the maintenance of stock of materials and resources</li> <li>• Participate in project team meetings and other meetings as required.</li> <li>• Apply awareness, sound judgment, and sensitivity in the handling, care, and conservation of taonga Māori, ensuring alignment with tikanga Māori and best practice standards.</li> <li>• Ensure that all activities involving taonga Māori and Pacific objects reflect cultural competency, ethical responsibility, and sensitivity to their significance.</li> <li>• Manage the storage of collections utilising lifting equipment and machinery.</li> <li>• Prepare object for the photographer to image</li> <li>• Follow Incident Reporting procedures if objects are damaged or for near miss instances</li> </ul>
Inventory Collections	<ul style="list-style-type: none"> <li>• Create new collection database records and enhance information on existing database records with respect to Collection Care</li> <li>• Ensure accurate recording of collection location information.</li> <li>• Ensure object numbers and packing unit contents are physically checked when relocating.</li> <li>• Ensure the database is updated with current location information.</li> </ul>

## Important Relationships

### External:

- Suppliers
- Contractors
- Source communities e.g. Iwi, Pacific

### Internal:

- Team Leader, Centenary Decant Project
- Collections Decant project - Team members: Project Manager Collections Special Projects, Conservators, other Decant Specialists
- Collection Care Department – Collection Managers, Conservators
- Human History Department – Collection Managers and Curators, Associate Curators
- Other team members, Centenary Project e.g. base build and exhibitions 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 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.

### Action Orientated (Connected to our mahi)

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

### Peer Relationship (Manaaki)

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

#### Creativity (Curiosity)

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

### Skills & Experience Required for this Role

Success in this role requires the following foundations.

- A good understanding of collection management practices
- Two years' experience in the safe handling, packing and storage of objects
- Object packing experience of a wide range of object types with a diverse range of packing materials and methodologies
- Demonstrate awareness, sound judgement, sensitivity and cultural competency around tikanga and the handling of taonga Māori and Pacific cultural material
- Knowledge of and experience working with Māori and Pacific cultural material
- Tertiary qualification in Museum Studies and/or other relevant qualification is desirable
- Experience using mechanical equipment to access objects (e.g. forklift, wave lifter etc.) is desirable
- Metal and/or wood working experience, in particular crate and pallet making is desirable
- The capability to regularly lift heavy objects within safe workplace guidelines
- Excellent manual dexterity and experience in making object supports
- Excellent spatial sense and ability to work in tight spaces while handling large objects
- Effective interpersonal skills are essential
- Effective time management skills are essential
- Vernon database experience an advantage
- Evidence of ability to work collaboratively and in cross-functional teams
- Ability to confidently deal with new tasks
- Strong attention to detail
- Ability to make timely decisions using sound judgment and consultation
- Excellent communication skills – sound verbal, written and listening skills
- An understanding of the principles of the Treaty of Waitangi and the implications for the work of the museum is essential
- Current driver's license

### 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

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