

## Position Description

Title:	Project Manager, Te Aho Mutunga Kore	Reports To:	Curatorial Support Manager, Human History
Directorate:	Collections and Research – Human History	Direct Reports:	Nil
Status:	Fixed Term: until mid-October 2024, 1.0 FTE	Date:	December 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

Te Aho Mutunga Kore is a Textile and Fibre Centre for Māori and Pacific, located in Auckland Museum. The centre will nurture creativity, knowledge sharing and knowledge creation by decentering the Museum and handing agency back to communities. *Te Aho Mutunga Kore: the everlasting threads of knowledge*, will ensure sustained engagement with textile and fibre collections to strengthen the ties (aho) between community and their material culture heritage, creating a safe pathway for knowledge transmission (taonga tuku iho).

Te Aho Mutunga Kore builds on the groundbreaking Auckland Museum projects Te Awe Phase II and Pacific Collection Access Project (PCAP), in which the museum worked with cultural knowledge holders and engaged communities. These projects highlighted the need for the museum to transform its pūkenga (skills and ethos) to ensure genuine long-term partnerships that are consistent across all Māori and Pacific communities.

The establishment of the centre seeks to embed a step-change in our museum practice to embed meaningful change in the way we work with communities to safeguard taonga and measina.

The Project Manager, Te Aho Mutunga Kore is responsible for leading the delivery of this project. This position is part of the Collections & Research Directorate and sits within the Human History team. The role and contribution of this team are at the heart of many of the Museum’s

aspirations as expressed in its five-year strategic plan, making the collections available onsite, offsite and online. The collections and knowledge about them are often the essential basis for Museum researcher visits, exhibitions, programmes and events.

This programme of work delivers on our guiding principle of kaitiakitanga – providing care for the collections and stories entrusted to us and connecting collections to their 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:
Project Management for Te Aho Mutunga Kore (Textile & Fibre Centre)	<ul style="list-style-type: none"> <li>• Work closely with the Curatorial Support Manager, Human History, Head of Department Human History, Pou Arahi Curator Māori and Curator Pacific to establish Te Aho Mutunga Kore (Textile &amp; Fibre Centre).</li> <li>• Lead the team throughout the planning and implementation phase of the Textile &amp; Fibre Centre, building a positive team spirit and working with the group to help eliminate roadblocks.</li> <li>• Work with diverse teams to implement and realise project goals and deliverables (e.g. curators, conservators, collection managers, marketing, external stakeholders, contractors, partners, sponsors etc.).</li> <li>• Deliver project documentation for internal and external stakeholders to a high standard including clear communication of aspects such as milestones, risks, issues, and budget forecasting and expenditure reports.</li> <li>• Support core business of the Human History team as part of the wider museum environment.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Develop effective working relationships with colleagues who contribute to project development and delivery and ensure their participation in project team.</li> <li>• Develop effective working relationships and manage complex relationships with a broad range of people including external stakeholder communities, consultants, suppliers, or contractors who may not be familiar with working in a museum environment.</li> </ul>
Team Coordination	<ul style="list-style-type: none"> <li>• Oversee and coordinate the work of the Community Navigator and the Collection Technician in conjunction with their Human History line managers, (Curatorial Support Manager and Senior Collection Manager, Human History).</li> <li>• Co-ordinate project workflows to ensure milestones are met.</li> <li>• Allocation of tasks and responsibilities in collaboration with the line managers to ensure that priority activities are achieved, and the skills of the team are effectively deployed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide guidance and clear instructions for the Centre’s team to ensure delivery of agreed targets.</li> <li>• Coach and mentor team members and identify and enable training and development needs.</li> </ul>
Project Coordination and Delivery	<ul style="list-style-type: none"> <li>• Lead project planning meetings with Centre Directors and Curatorial Support Manager.</li> <li>• Act as spokesperson for the team to internal and external stakeholders and serves as conduit of information back to the team.</li> <li>• Ensure that the stakeholders kaupapa aligns with Mātauranga Māori and Pacific ideologies.</li> <li>• Stakeholders research/rangahau is supported by Auckland Museum taonga and archival materials.</li> <li>• Establish project workflows and ensure responsibilities are clearly communicated to all contributors to the successful achievement of the project.</li> <li>• Develop initial cost planning and budget building and guides the team to meet budgetary goals, and proactively reports on budget.</li> <li>• Manage the allocation of project funds to identified stakeholder communities whose projects will use the Textile &amp; Fibre Centre.</li> <li>• Oversee the workflow for retrieving objects out of storage to the project workspace for community engagement, viewing, cataloguing and imaging, and the return of objects after processing.</li> <li>• Proactively report on project risks, anticipates and manages issues and works with the team to mitigate risks in advance.</li> </ul>

<b>Important Relationships</b>	
External:	
<ul style="list-style-type: none"> <li>• Community partners, knowledge holders and practitioners including Iwi and hapū, Auckland's Pacific communities</li> <li>• Museum and heritage professionals across the sector</li> <li>• Manatū Taonga Ministry for Culture and Heritage, other museums, and government agencies</li> <li>• Other funding bodies and donors</li> <li>• Contract evaluation team</li> </ul>	
Internal:	
<ul style="list-style-type: none"> <li>• Te Aho Mutunga Kore Directorship: Head of Human History, Pou Arahi Curator Māori and Curator Pacific and Curatorial Support Manager Human History, Senior Collection Manager Human History</li> <li>• Community Navigator and Collections Technician, Te Aho Mutunga Kore</li> <li>• Wider Human History team in particular the Māori and Pacific collection teams</li> <li>• Development, Membership and Marketing teams</li> <li>• Auckland Museum’s Taumata-ā-Iwi and Pacific Advisory Group</li> <li>• Museum staff across Collections &amp; Research Directorate</li> <li>• Museum staff across the Public Programmes Directorate</li> </ul>	

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## 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.

### Building effective teams (Collaboration)

- Avoids silos by collaborating with peers, setting unifying team goals, rewarding cooperation and celebrating collective success.
- Involves the right people in meetings and on projects.
- Demonstrates a "one-museum" approach by holding people to account for collaboration between teams and departments.
- Ensures their people are working cooperatively as ambassadors of the Museum internally and externally.
- Puts the good of the Museum over individual or functional area gains.

### Dealing with Ambiguity (Resilience & Optimism)

- Is comfortable handling risk and uncertainty; can act without the full picture and doesn't get uncomfortable when things are up in the air.

### 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.

- Minimum two years' experience in project management or similar experience in a museum environment.
- Formal project management training is desirable.
- Proven record of managing museum collections teams in a project-based environment.
- Knowledge of Te Reo Māori or a Pacific language is desirable.
- An understanding of Collection Care principles and practices in a museum environment
- Demonstrated experience of developing and delivering collaborative projects.
- Demonstrable experience with financial systems, processes, and reporting in a project management environment.
- Demonstrate an awareness and experience of 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)
- Understand and demonstrate the principles and practice of the Treaty of Waitangi and the implications for the work of the Museum.
- Demonstrate a thorough understanding of the Museum's specific obligations in Auckland's cultural landscape in a post-Treaty Settlement era.
- Proven effective planning and organisational skills.
- Effective verbal and written communication skills - open, friendly and effective communication style with team members, stakeholders, partners, and managers.
- Ability to work collaboratively, in cross functional teams, in a creative environment.
- Participative and democratic style; enjoys drawing out the best in others.
- Diplomacy, mediation and proven effective problem-solving skills.

## Personal Attributes Required for this Role

Success in this role requires the following attributes.

- Understanding of Tikanga Māori and the principles and practice of the Treaty of Waitangi, and the implications of this for the work of the museum as a bicultural institution.
- Commitment to sustainable practices
- Requirements to work outside of regular business hours will be negotiated on a case-by-case basis. Must be able to work flexible hours, including evenings, holidays and/or weekends on occasion.
- Current driver's licence
- Holds a passion for dynamic museums and for working in a cross functional team environment.
- Desire to work in a fast-paced and lively organisation

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Enriching lives. Inspiring discoveries