

Position Description

Title:	Project Photographer, Centenary Project	Reports To:	Imaging and Permissions Manager
Directorate:	Collections & Research	Direct Reports:	NIL
Status:	Fixed term 1.0 FTE	Date:	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

This role sits within the Collection Information & Access team, which is part of the Collections and Research Directorate. The role and contribution of this team are at the heart of Tāmaki Paenga Hira Auckland Museum's priorities and sit at the heart of the Museum's aspirations.

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 supporting a team dedicated to the Centenary Project as well as projects within the Collections, Information and Access Department. You will be photographing objects from existing galleries, as they head for relocation to the collection store as galleries undergo renewal and refurbishment.

The position of Project Photographer, Centenary Project is primarily focused on using photography and other imaging techniques to improve the richness of object records within the decant project and provide support to the wider photography team. The role reports to the Imaging and Permissions Manager and will work closely with fellow photographers and the decant project team comprised of the Team Leader - Centenary Decant Project, Project Manager Collections Special Project, Conservators, 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:
Imaging	<ul style="list-style-type: none">• Produce collection photography across all of the Museum's collecting areas and formats.• Liaise with internal stakeholders to ensure photography is produced to agreed standards and within expected timeframes.• Produce work in line with museum standards and visual guidelines.• Demonstrable technical competence and problem solving across a variety of systems such as lighting equipment, electronics, grip and mechanical fittings.• Ability to work with highly valuable and fragile objects exhibiting safe handling best practice and safe working techniques.• Contribute to an inclusive and collaborative studio and team environment.• Ensure studio and equipment is maintained and identify areas of improvement.
File management and processing	<ul style="list-style-type: none">• Maintain own data management, including file-naming, metadata, import and export to agreed standards.• Demonstrated experience of metadata and digital production workflows.• Demonstrate understanding of digital asset management, digital archiving and their relationship to imaging techniques.• Work to 'Digital Asset Management' standards and processes.• Work in accordance with the developed procedures and programme of work relating to Intellectual Property rights management, particularly for copyright, re-use of images and cultural sensitivities relating to image reproduction.• Ensure all images are clearly tagged with re-use constraints and permissions.• Work with the team to provide accurate and timely reporting and analysis as required.
Digital Innovation	<ul style="list-style-type: none">• Produce work in alignment with the team to challenge the boundaries of traditional museum imaging practice within scope of priorities.• Actively work with and assist Senior Photographer and Media Producer and Imaging and Permissions Manager to develop techniques, methodologies, and ways of working that develop imaging practice across the sector

Important Relationships

External:

- Stakeholders & Partners aligned to the Museum, including community groups, tertiary and educational organisations.
- Wider Museum and Cultural Heritage Sector especially those in similar positions in other organisations.

Internal:

- Imaging and Permissions Team
- 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
- Collection Information and Access team
- Collections & Research directorate
- Wider Museum staff

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 Oriented (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 with others.
- Broadens their networks to those who think differently but have the same goal.

Managing & Measuring Work (Accountable)

- Sets clear objectives and measures and monitors process, progress and results.

Informing (Manaaki)

- Ensure they stay up to date and informed; shares accurate information freely to help others.

Skills & Experience Required for this Role

Success in this role requires the following foundations.

- Advanced photography skills with particular focus on studio imaging, still life and product photography, production workflows, and reprographic work
- Computer skills including experience with Microsoft Office Suite, Adobe Photoshop, Bridge and Lightroom, Capture One and other digital imaging and workflow tools and relevant graphical communication tools.
- Clear and demonstrable knowledge of photographic and imaging equipment and the technical operation of such equipment
- Knowledge of tikanga Māori, especially relating to collections
- Understanding of mātauranga Māori
- Exceptional attention to detail
- Superior oral and written communication skills
- Current full driver's licence

Personal Attributes Required for this Role

Success in this role requires the following attributes.

- Curious: asking a lot of questions, not accepting the obvious, loving research
- Empathetic: listening carefully, taking notes
- Detail oriented: Diligent, thorough
- Flexible: Delivering appropriately, understanding constraints

He Oranga Tangata ka ao
Enriching lives. Inspiring discoveries