

Position Description

Title:	Rights Technician	Reports To:	Imaging and Permissions Manager
Directorate:	Collections and Research	Direct Reports:	Nil
Status:	Permanent part-time 0.5FTE	Date:	September 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 280 people and have over 300 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 purpose of this role is to work with the Imaging and Permissions team to ensure that the Museum's Collections, collection data and media assets is reused and repurposed effectively and ethically. Robust management of intellectual property rights ensures we can meet our legal obligations and manage institutional risk while ensuring the greatest access to and reuse of the Museum's collections possible.

The Rights Technician will assess and scope the rights status of collection images, working closely with Collections and Research staff to research and update rights statements. This role will gain licenses from artists, makers and rights holders contributing to the overall visibility of the Museum's collections enabling enquiry, research and education.

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:	Expected Results:
Rights Research	<ul style="list-style-type: none"> • Work with Collection Managers and Curators to assess copyright relating to collection items and their digital surrogates. • Research and identify artists, authors, and rights holders for collection items using public and privately available databases and document findings in the Museum’s Collection Management System. • Correspond with rights holders to seek copyright licenses enabling the Museum to legally use and share collection images. • Ensure copyright licenses, associated documentation and decision-making rationale are appropriately filed and readily findable. • Consistently apply the principles of the Museum’s Copyright Framework through use of appropriate rights statements on the Museum’s Collection Management Systems. • Work in accordance with established processes for culturally sensitive images ensuring publishing of images on the Museum’s Collections Online and online partnerships is appropriate. • Work with the Imaging and Permissions Manager to help identify priority collections for assessment and coordinate assessment workflow. • Produce regular progress reports as required.
Exhibition and Publications Support	<ul style="list-style-type: none"> • Participate in image clearance and licensing processes for the Museum’s exhibition, Gallery Renewal and Gallery Refreshment work streams. • In conjunction with the Imaging and Permissions Manager, provide advice about open access and openly licensed options for Museum uses. • Support with rights assessment and clearance for Museum produced publications, both online and in print
Rights and Permissions	<ul style="list-style-type: none"> • Promote sound Copyright and Cultural Permissions practice across the organisation. • Assist the Imaging and Permissions Manager in providing training and guidelines to staff relating to Copyright and open access principles. • Assist in identifying material with inappropriate or inaccurate historic licensing and work with the Imaging and Permissions Manager to rectify.

Important Relationships

External:

- Stakeholders & Partners aligned to the Museum, including community groups, tertiary and educational organisations
- Creative Commons, National Digital Forum
- Wider Museum and Cultural Heritage Sector especially those in similar positions in other organisations.
- Researchers, visitors, professional & business organisations

Internal:

- Collection Information and Access team
- Collections & Research directorate
- Public Experience 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 Maori Dimension (He Korahi Maori) and Pacific Dimension (Teu le Va);
- 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 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 – Individual

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 & 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;

- Tertiary qualification in the fields of Museum Studies, Library and Information management
- Māori and Pacific studies or History, or suitable experience in a field relevant to the Museum's activities, is desirable
- Sound research and reference skills
- Understanding of the legislative and cultural frameworks pertaining to the release, use and protection of digital content and collection items
- Experience using Vernon or equivalent Collection Management System
- Ability to build high trust/ effective relationships and work collegially with stakeholders, researchers and members of the public
- Strong knowledge and skills associated with digital collection information and databases.
- Proven computer efficiency and experience with research databases

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