

POSITION DESCRIPTION

<p>Position Title: Senior Collection Manager, Human History</p> <p>Directorate: Collections and Research</p> <p>Job Status : Full-time, Permanent</p>	<p>Reports To: Head of Human History</p> <p>Direct Reports: Collection Managers (5)</p> <p>Loans Officer, Loans Assistant</p> <p>Date: August 2022</p>
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Job Purpose:

The Senior Collection Manager, Human History leads the team responsible for the Museum's Human History collections and their processes relating to acquisitions, loans, deaccessions, programmes and public access. This is achieved through provision of extensive collections management expertise directed towards the registration, care, development and digitisation of the Human History collections at Tāmaki Paenga Hira Auckland War Memorial Museum.

Managed by the Head of Human History, at a day to day level this role will have direct line management of the team of Collection Managers, Loans Officer and Loans Assistant. The role will also work closely with the wider Human History team and have the ability to contribute to, liaise and work effectively with teams across the Museum.

Job Context:

Under the leadership of the Head of Human History, the Senior Collection Manager, Human History is an influential role working across many aspects of the Museum's core business.

This position is a key part of the Human History team within the Collections and Research Directorate. The role and the contribution of this team are at the heart of many of the Museum's aspirations as articulated in the Museum's Annual Plan, Five-Year Strategic Plan, and Future Museum.

Collections and the connections between them and people are the heart of Auckland Museum, upon which the Museum's public offer is based. There are five core activity areas to which all staff members in the Collections and Research Directorate contribute: research, collection development, collection management, public programme support and collection access. The purpose of this role is to contribute effectively to all five strands, further developing the physical management and care of the collection, robust documentation and enabling access to them.

Future Museum describes the long-term philosophical transformation of the Museum ensuring enhanced engagement between audiences and collections spanning the onsite, offsite and online dimensions of the Museum's work. The Museum's 5-year Strategic Plan outlines 6 key areas of focus for the organisation and all staff actively contribute to the achievement and success of this.

Relationships
<p>External Relationships</p> <ul style="list-style-type: none"> • Iwi, whānau, hapu • Communities who have associations with the taonga and objects we care for • Donors • Lenders • Vernon CMS Ltd • Other GLAM organisations <p>Internal Relationships</p> <ul style="list-style-type: none"> • Human History team • Collections and Research Directorate • Senior Collection Managers • Learning and Public Programmes Directorate • Senior Leadership Team
Key Tasks and Expected Results:
<p>Leadership</p> <ul style="list-style-type: none"> • Provide proactive and aspirational leadership and direction for all direct reports, enabling excellence in collection management with high levels of team engagement and job satisfaction • Allocate responsibilities within the team to ensure overall objectives are met, utilising individual strengths and development opportunities to enable the best outcomes for individuals and for the Museum • Supervise fixed term and project staff as required • Work closely with Curators in determining priorities and work plans for the relevant collection areas • Show leadership in the field of collection management and registration throughout the sector, with active participation in relevant working groups within and external to the Museum • Coach and mentor team members as appropriate, and identify and respond promptly to any training and development needs • Manage performance issues with integrity, and in a timely manner
<p>Collections Management</p> <ul style="list-style-type: none"> • Ensure that Collection Management practice is compliant with relevant legislation, e.g. Protected Objects Act 1975, Copyright Act 1994, Privacy Act 2020, etc. • Ensure robust acquisition documentation is in place and processes are followed accurately • Manage the deaccession process from inception to completion, including seeking approval from the Collection Development Committee, Director, Taumata-ā-Iwi and Trust Board as required • Investigate and resolve object status issues and ensure object records are updated accordingly • Ensure new acquisitions are processed, documented and stored in a timely manner
<p>Collections Access</p> <ul style="list-style-type: none"> • Manage policies and procedures to facilitate access to and interaction with Human History collections for researchers, students, visiting scholars and colleagues, community and

<p>special interest groups in association with Senior Collection Manager Collection Care</p> <ul style="list-style-type: none"> • Encourage and enable the processing of Human History collection records to Collections Online and other digital outputs • Manage teams responsible for facilitating access to collections for permanent display and temporary exhibition, including object rotations and the Museum's gallery renewal programme • Support the Loans Officer in negotiations with lenders and borrowers, and oversee loan and exhibition activities including the assessment and approval of incoming and outgoing loan requests and loan agreements • Oversee national and international freight logistics in association with the Loans Officer; ensure appropriate courier arrangements are in place as required • Coordinate insurance and/or Government Indemnity as required in association with Loans Officer and Public Programmes teams
<p>Data Management</p> <ul style="list-style-type: none"> • Oversee the overall integrity of all records relating to the Museum's Human History collections • Manage, maintain and enhance the collection management system (Vernon) in association with the ICT Application Specialist and Senior Collection Managers for Natural Sciences and Documentary Heritage. • Develop and manage database standards and training, in association with colleagues • Oversee the creation of new database records and enhancement of existing records • Work closely with the Museum's IT staff, contractors and vendors to ensure smooth running of collection management systems
<p>Inventory and valuation</p> <ul style="list-style-type: none"> • Develop and manage location tracking processes • Manage regular inventory checks according to agreed schedules • Work to resolve specific and general discrepancies identified through the inventory process • Coordinate valuation processes to meet insurance and audit requirements
<p>Digital Capability</p> <ul style="list-style-type: none"> • Uses best practice knowledge management processes for the creation, retention and distribution of digital content and assets, making them searchable, shareable, usable, and relevant across multiple digital channels
<p>Develop self for current and future employment.</p> <ul style="list-style-type: none"> • Knowledge and skills are developed and maintained for competent performance of current position. • A personal development plan is developed and maintained
<p>Ensure a healthy and safe work environment</p> <ul style="list-style-type: none"> • Understand and exercise their health & safety responsibility according to health & safety legislation. • Understand and adhere to emergency and evacuation procedures. • Participate in annual health and safety audit of work. • Identify and report hazards, consistent with Museum policy and procedures.

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 Korahi 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.

Skills, Knowledge and Competencies**Essential Knowledge & Experience:**

- At least five years' experience working in collection management of a related field
- A degree relevant to the Museums's Human History collections and activities is essential and a Museum Studies post-graduate qualification is highly desirable
- Knowledge and experience of Museum registration procedures as applicable to the legal and practical requirements of acquiring, deaccessioning, lending and borrowing of museum objects
- Knowledge of the legislation framework relevant to good collection management practice
- A good understanding of tikanga Māori
- Extensive knowledge and experience of requirements for the safe handling, packing, conservation, display and storage of museum objects to current museum standards
- Considerable experience in database management and development, and in the use of computerised systems for managing museum collections (preferably using Vernon CMS)
- Experience in managing acquisition and accessioning processes
- Experience in managing deaccessioning and disposal processes
- Current driver's license

Competencies:

- Demonstrated ability to balance the application of professional standards and procedures with pragmatic realities of individual situations
- Ability to manage resources in an environment of shifting priorities
- Ability to negotiate priorities and communicate outcomes to team members and stakeholders.
- Must be able to work flexible hours, including evenings, holidays and/or weekends.

Personal Attributes:

- Proven experience with and ability to lead staff, and to engender enthusiasm and commitment
- Excellent interpersonal and time management skills
- Desire to work in a fast-paced and lively organisation
- Holds a passion for dynamic museums and for working in a cross-functional team environment