

## Position Description

Title:	Te Aho Mutunga Kore Technician	Reports To:	Senior Collection Manager, Human History
Directorate:	Collections & Research	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 280 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 decentring 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 Te Aho Mutunga Kore Technician will facilitate a wide range of project activities including the cataloguing, preparation and making accessible relevant collections in the planning and implementation of the project activities and providing access to collections for community partners. Supervised by the Senior Collection Manager, Human History on a daily basis the Te

Aho Mutunga Kore Technician will work across Māori and Pacific Textile and Fibre collections liaising with Curators and Collections Managers as well as the Te Aho Mutunga Kore Project Team to ensure timely delivery of project activities.

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:
Collections Storage and Access	<ul style="list-style-type: none"> <li>• Alongside the wider project team, assist in planning all project access, relocation and documentation activities to meet project timelines and budgets</li> <li>• Communicate plans and changes to stakeholders, when necessary</li> <li>• Provide frequent updates and regular reports on progress to project owners and the various project forums</li> <li>• Work alongside collections staff and other stakeholders to locate and retrieve objects/specimens, ensuring they are accessible to partners while providing best care and protection</li> <li>• Plan and undertake the safe movement of objects</li> <li>• Pack objects for transport between onsite and offsite collection stores and assist with transport of objects between sites</li> <li>• Process objects through quarantine and pest treatment as required</li> <li>• Assist with access to objects for photography, conservation treatments and analysis</li> </ul>
Collection Documentation and Inventory	<ul style="list-style-type: none"> <li>• Update information on new or existing database records in relation to the project</li> <li>• Ensure accurate recording of collection location information</li> <li>• Ensure object numbers and packing unit contents are physically checked when retrieving objects</li> <li>• Check measurements and materials are accurately recorded, and update if necessary.</li> <li>• Check database images are sufficient and advise when enhanced photography is required</li> <li>• Ensure the database is updated with current location information</li> <li>• Communicate with the Botany collection manager on the database of textile plant materials</li> </ul>
Project duties and stakeholder support	<ul style="list-style-type: none"> <li>• Participate in Project and Human History Team meetings and other meetings as required</li> <li>• Ensure required progress and accuracy is maintained</li> <li>• Follow Incident Reporting procedures if objects are damaged or for near miss instances</li> <li>• Communicate and report on activities in line with project proposals and stakeholder access.</li> <li>• Support stakeholders to access information, objects, associated</li> </ul>

	<p>documentation and ensure appropriate record keeping</p> <ul style="list-style-type: none"> <li>• Contribute to the successful achievement of project objectives as required.</li> </ul>
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<b>Important Relationships</b>	
External:	
<ul style="list-style-type: none"> <li>• Community partners, knowledge holders and practitioners including Iwi and hapu</li> <li>• Museum and heritage professionals across the sector</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.</li> <li>• Project Manager and Community Navigator, Te Aho Mutunga Kore</li> <li>• Senior Collection Manager Human History, wider Human History team, in particular Collection Managers</li> <li>• Museum staff across Collections &amp; Research Directorate</li> <li>• Collection Care team</li> </ul>	

<b>Our Expectations of our People</b>	
<b>Ensure a healthy and safe work environment</b>	
<ul style="list-style-type: none"> <li>• Takes reasonable care of their own health and safety and ensures that their actions don't cause harm to themselves or others.</li> <li>• Complies with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.</li> <li>• Understands and adheres to emergency and evacuation procedures.</li> <li>• Speaks up about health and safety matters that could affect them or their workmates</li> <li>• Actively participates in hazard identification and reporting</li> <li>• Makes suggestions on how to improve health and safety at work.</li> </ul>	
<b>Cultural awareness</b>	
<ul style="list-style-type: none"> <li>• 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);</li> <li>• Understands and demonstrates the principles and application of the Treaty of Waitangi and the implications for the work of the Museum.</li> <li>• 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.</li> </ul>	
<b>Digital capability</b>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	

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

### **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 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.
- Is easy to approach and talk to
- Spends the extra effort to put others at ease
- Can be warm, pleasant, and gracious
- Builds rapport well
- Is a good listener; is an early knower, getting informal and incomplete information in time to do something about it

### Ethics & Values (Authentic)

- Speaks up when other's behaviours do not align with the Museum's values.
- Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times
- Acts in line with those values
- Rewards the right values and disapproves of others
- Practices what they preach.

### Peer Relationships (Connected to each other)

- Can quickly find common ground and solve problems collaboratively; is solutions focused.
- Exemplifies a mahi tahi approach and cooperates with others to benefit the whole.
- Acknowledges and behaves with the principles of reciprocity, balance, respect and mutual trust in relationships.
- Takes responsibility for words and actions and the impact that they have on others.
- Develops positive and trusting relationships with people characterised by openness and integrity.

### Problem Solving (Systems thinking)

- Uses rigorous logic and methods to solve difficult problems with effective solutions
- Probes all fruitful sources for answers
- can see hidden problems
- Is excellent at honest analysis
- Looks beyond the obvious and doesn't stop at the first answers

## Skills & Experience Required for this Role

Success in this role requires the following foundations.

- Established networks in either Māori or Pacific communities in the Auckland region
- Written and oral skills in Te Reo or a Pacific language is desirable
- Experience in working with range of Māori or Pacific cultures and communities
- Experience working with Māori and/or Pacific material culture is desirable
- At least one year of experience in a museum or heritage institution

- Knowledge and experience in the safe handling, packing, and storage of museum objects
- A Tertiary qualification relevant to the Museum's collections and activities, with Museum Studies or Preventive Conservation highly desirable
- Experience working with a collection management database (e.g. Vernon, KE Emu Specify) and experience in data management and maintenance Proficiency in MS Office suite.
- Understanding of the principles of the Treaty of Waitangi, Te Tiriti o Waitangi and their application in a Museum context
- Prior experience operating mechanical equipment to access objects (e.g. forklift, wave lifter etc.) is highly desirable
- Ability to create, document and articulate workable plans for object access and movement
- Ability to monitor work programme and provide regular progress updates to the project management team

### Personal Attributes Required for this Role

Success in this role requires the following attributes.

- Ability to build and maintain positive, co-operative, and collaborative working relationships with colleagues in a team environment.
- An ability to be an open and positive communicator with external partners
- A self-starter with attention to detail, demonstrated accountability and commitment to task completion.
- Demonstrate respect and sensitivity to the mana of the taonga cared for by the Museum.
- Self-aware and has a growth mindset.
- Engaged communicator with demonstrated effective verbal, written, and listening skills. A level of fluency in Te Reo Māori or a Pacific language desirable.
- Significant manual dexterity.

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