

## Position Description

Title:	Exhibition Project Manager	Reports To:	Manager, Project Management
Directorate:	Public Experience	Direct Reports:	Nil
Status:	Permanent 1.0 FTE	Date:	August 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

The Project Manager is responsible for managing project teams to deliver exhibitions and gallery renewals within agreed approvals processes, on time, on budget, to a high standard meeting agreed project goals and objectives.

The exhibitions team sits within the Public Experience directorate and is responsible for implementing and aligning projects with Auckland War Memorial Museum’s strategic direction and values.

The exhibitions team contributes to the Museum strategy, positioning the organisation as an active leader and collaborator in Auckland - nationally and internationally within all sectors where we operate.

Auckland Museum anticipates significant capital works over the coming years to renew building infrastructure and the permanent gallery offer. Auckland Museum will continue to deliver business as usual exhibitions and aligned public programming during this time which will pose numerous challenges to teams and facilities across the organisation. With this in mind, the Project Manager Exhibitions will require collaborative and finely tuned interpersonal and communication skills to engage with all tiers of the museum.

As a vital member of the exhibitions team, the Project Manager is responsible for managing museum wide project teams and engaging diverse individuals, community members, consultants and service providers to deliver exhibitions and gallery renewals.

They will ensure that the appropriate processes and procedures are in place to enable effective implementation and realisation of these projects.

## Accountabilities

Key Tasks:	Expected Results:
<p><b>Project Management</b></p>	<ul style="list-style-type: none"> <li>• Establishes and manages complex teams to implement and realise project goals and deliverables across project stages. Facilitates the planning, development, design, production, installation, operations, project review, and demount phases of exhibition projects.</li> <li>• Builds a positive team spirit, motivating the project team to eliminate roadblocks.</li> <li>• Acts as spokesperson for the team to internal and external stakeholders and serves as conduit of information back to the team.</li> <li>• Ensures project documentation for internal and external stakeholders is to a high standard including clear communication of milestones, risks, issues, and budget forecasting and expenditure reports.</li> <li>• Implements clear project milestones and ensure current museum practices are adhered to and best practice in project management is achieved at all stages.</li> <li>• Manages the project finances, guides the team to meet budgetary goals, and proactively reports on budget. Contributes to initial cost planning and budget building.</li> <li>• Manages the procurement of external contractors including developing briefs, requests for proposals/quotes, tender documentation and contracts. Manages contract negotiation and communication with contractors.</li> <li>• Proactively reports on project risks, anticipates and manages issues and works with the team to mitigate risks in advance.</li> <li>• Supports business-as-usual work of the exhibition team as part of the wider museum environment</li> </ul>
<p><b>Organisational</b></p>	<ul style="list-style-type: none"> <li>• Supports the development of exhibition and gallery renewal projects in alignment with the strategic direction and values (as outlined in key strategic documentation).</li> <li>• Manages complex stakeholder and community relationships with support from management across the organisation.</li> <li>• Supports strategic development of exhibition programme through business case formation and contributes to long-term planning.</li> <li>• Create exhibition team tools on an as-needed basis</li> </ul>

<b>People</b>	<ul style="list-style-type: none"> <li>• Develops effective working relationships with colleagues who contribute to exhibition and gallery renewal development and delivery. Encourages effective participation in project teams.</li> <li>• Develops effective working relationships and manage complex relationships in a professional manner, with a broad range of people including external consultants, suppliers, contractors or stakeholder communities.</li> </ul>
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<b>Important Relationships</b>	
<b>External:</b>	<ul style="list-style-type: none"> <li>• External contractors such as digital providers, 2D and 3D contractors, filmmakers, subject experts, translators, cost managers, legal consultants, fabricators and suppliers.</li> <li>• Co-development partners such as iwi, community groups, and artists.</li> <li>• Advisory groups</li> <li>• Partner institutions</li> <li>• Development and sponsorship partners</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.s suggestions on how to improve health and safety at work.</li> </ul>	

### **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**

### **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.

### Business Acumen (Accountable)

Follows the Museum's processes and procedures, ensuring they don't put themselves, their colleagues or the organisation at risk

### Interpersonal Savvy (Collaboration)

Works cooperatively to gain the support of peers and supports them in return

### Problem Solving (Curiosity)

Is committed to solving problems and is willing to persevere until they do; is solution focused

### Patience (Inclusive)

Is tolerant with people and processes; listens and checks before acting; tries to understand the people and the data before making judgments and acting; waits for others to catch up before acting; sensitive to due process and proper pacing; follows established process

## Skills & Experience Required for this Role

Success in this role requires the following foundations.

- Minimum three years' experience in project management or similar in a museum environment. Formal project management training is desirable.
- Proven record of managing creative teams in a project-based environment.
- Demonstrated experience of delivering co-developed and/or collaborative projects.
- Demonstrable experience with financial systems, processes and reporting in a project management environment.
- Familiarity with working in an MS365 and Teams environment.

## Personal Attributes Required for this Role

Success in this role requires the following attributes:

Adaptability – can work with agility and manages change effectively

Resilience – is calm under pressure

Collaborator – able to work collaboratively, in cross functional teams, in creative environments.

Confident communicator - strong written and verbal skills, utilising an open, friendly and effective communication style.

He Oranga Tangata ka ao

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