

Position Description

Title: Tūranga	Interpretative Planner Kaupapa Māori Kaiwhakamahere Wheako Kaupapa Māori	Reports To: Kei raro i te:	Manager Interpretation and Development
Directorate: Tari:	Public Experience	Direct Reports: Ngā Kaimahi	Nil
Status: Momo tūranga	Permanent 1.0 FTE He ukiuki, he pūmau	Date: Rā:	April 2023

About The Museum

Mō te Whare Taonga

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 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.

Ko Tāmaki Paenga Hira te whare taonga nui katoa o Aotearoa, neke atu i te 4.5 miriona te nui o ngā taonga e tiakina ana i tēnei whare. Ko te whare whakamaumahara o Tāmaki Makaurau tēnei, ko te whare rangahau kaumātua katoa o Aotearoa, he whare mātauranga, waihoki he tauranga matua tēnei mō te hunga tāpoi. Tōna 280 te nui o ngā kaimahi, mei kore ake hoki ngā tūao e 300 neke atu hei tautoko i a mātou.

He whare manaaki, he whare atawhai a Tāmaki Paenga Hira. Ka manaakihia ngā momo tāngata katoa, ka poipoi mātou i te tikanga-ruatanga i runga anō i ngā kōrero o ā mātou rautaki, arā, ko Teu le Vā me He Korahi Māori. He nui anō ngā hua papai e whakawhiwhia ana ki ngā kaimahi pērā i ngā whakaritenga ngāwari mō te mahi me ngā rā whakatā, ngā momo inehua, otirā, he hōtaka hauora kua whakawhiwhia ki tētahi tohu.

Purpose & Context for the Role

Te kaupapa me te horopaki o te tūranga

The Exhibitions team sits within the Public Experience directorate and is responsible for implementing and aligning exhibition projects with Auckland War Memorial Museum's strategic direction and values. The Interpretive Planner Kaupapa Māori must be confident working with te reo Māori me ōna tikanga and a Te Ao Māori worldview, particularly as applied through the development of content, interpretation and experience design for exhibitions and galleries.

E noho ana te tīma Whakaaturanga i roto i te tari o Public Experience, ā, ko tā rātou mahi he whakatū me te whakahāngai i ngā whakaaturanga ki te aronga me ngā uara o te rautaki o Tāmaki Paenga Hira. Me māia te Kaiwhakamahere Wheako Kaupapa Maori ki te reo Māori, ngā tikanga Māori, me te tirohanga nō te ao Māori e hāngai pū ana ki te whakawhanaketanga o ngā kōrero, ngā whakamāramatanga, hoahoa wheako anō hoki i ngā whakaaturanga me ngā taiwhanga.

As a vital member of the Exhibitions team, the Interpretive Planner Kaupapa Māori will hold an important role in the planning, development and delivery of content and interpretation for exhibitions and other visitor experiences across an agreed programme of work. They will work closely with the Manager Interpretive Planning and Development, the Interpretive Planning team and the wider Exhibitions team.

I roto i te tīma Whakaaturanga, he wāhi nui tō te Kaiwhakamahere Wheako Kaupapa Māori ki te whakamahere, whakawhanake, me te whakatutuki i ngā kōrero me ngā whakamārama mō ngā whakaaturanga, me ētahi atu wheako mā ngā manuhiri ka whakaaetia ngātahitia. Ka mahi ngātahi ia ki te Kaiwhakahaere Interpretive Planning and Development, te tīma Intepretive Planning, me te tari Whakaaturanga whānui.

Specifically, the Interpretive Planner Kaupapa Māori will apply their knowledge and understanding of Te Ao Māori in the planning and development of content and interpretation for exhibitions, ensuring outcomes meet the needs of audiences and are in line with industry best practice.

Ka whakamahi te Kaiwhakamahere Wheako Kaupapa Māori i ōna mātauranga, me ōna mōhioranga ki te ao Māori i ngā mahi whakamahere, whakawhanake hoki i ngā kōrero me ngā whakamārama mō ngā whakaaturanga, e ū ana ki tā te hunga mātakitaki e hiahia ana, e hāngai ana hoki ki tā te rāngai e mahi ana.

Tāmaki Herenga Paenga, Auckland War Memorial Museum is currently in development of our Gallery Renewal Programme with the Toitū Te Tāiao gallery, and upcoming Māori Court and Pacific galleries in the near future. It is envisaged that the Interpretive Planner Kaupapa Māori will play a key role in the development of content and interpretation for these galleries.

I tēnei wā, kei te whakahaere a Tāmaki Paenga Hira i tā mātou Kaupapa Whakahou Taiwhanga mō te taiwhanga Toitū te Taiao, āpōpō ake nei hoki ko te whakahou i Te Marae Ātea me te Tai Ātea. Ko te hiahia, kia nui te wāhi tō te Kaiwhakamahere Wheako Kaupapa Māori ki roto

i ngā auaha i ngā kōrero me ngā whakamahere wheako o ēnei taiwhanga.

The performance and behaviour of the Interpretive Planner Kaupapa Māori influences the perception of integrity and expertise within the museum and externally. They are expected to be proactive, professional, and positive. A collaborative approach and superior interpersonal and communication skills are essential in dealing with diverse groups including project teams, across all tiers of the museum, the public and relevant communities.

He awenga tō te mahi me te whanonga o te Kaiwhakamahere Wheako Kaupapa Māori mō te pono me te matatau kei roto i te whare taonga, kei waho hoki. Me hihiri, me te tika te kawē i a ia, me ngākaupai. He waiwai te mahi ngātahi me ngā pūkenga whakahoahoa i roto i ngā mahi ki ngā rōpū rerekē pēnei me ngā tīma ā-kaupapa, tae noa ki te whare taonga katoa, te iwi whānui, me ngā hapori e tika ana.

The Museum is a bicultural workplace and the person in this role will uphold the principles of He Korahi Māori and Teu Le Vā.

He wāhi mahi e tikanga-rua ana te Whare Taonga, ā, ko te tangata i tēnei tūranga ka hāpai i ngā mātāpono o He Korahi Māori me Teu Le Vā.

Accountabilities

Ngā Haepapatanga

Key Tasks: Ngā Mahi Matua	Key Activities:
Interpretive Planning	<ul style="list-style-type: none">• Must be competent and have in depth understanding of te reo Māori, whakaaro Māori and te ao Māori to develop exhibition content and interpretation within a Mātauranga Māori context• Me matatau ki te reo Māori, te whakaaro Māori, otirā te ao Māori whānui hei whakawhanake i ngā kōrero me ngā whakamārama ko te mātauranga Māori te horopaki• Lead on the development of content and interpretation for specific exhibitions and visitor experiences via a highly collaborative approach and ensuring excellence, innovation and best practice• Ka ārahi i te whanaketanga o ngā kōrero me ngā whakamārama mō ētahi whakaaturanga me ngā wheako mō ngā manuhiri i runga i te mahinga tahitanga kia kounga, kia hou te aro, kia tika katoa te mahi• Champion accessibility & inclusion in interpretive planning and ensure standards are adhered to.• Ka ārahi i te tomopai me te whai wāhitanga i ngā mahi whakamahere wheako me te ū ki ngā paearu• Be responsible for the development of successful, high-quality exhibition interpretive approaches and their associated media (text, graphics, film, digital, physical interactives, etc.).

	<ul style="list-style-type: none"> • Ka noho haepapa ia ki te angitu me te kounga o ngā aronga ki ngā whakamahere wheako me ōna tū arapāho (te tuhi, te whakairoiro, te kiriata, te matihiko, te pāhekoheko, te aha atu). • Produce appropriate exhibition development documentation and ensure distribution to internal and external stakeholders (including signoff documents, briefs, schedules, story maps, and other exhibition documentation as required). • Ka puta i a ia ngā pepa mō te whanake whakaaturanga e tika ana, ā, ka tukuna atu ki te hunga whai pānga, ā-roto, ā-waho anō hoki (pēnei me ngā pepa waitohu, mahere, wātaka, mahere kōrero, me ētahi atu pepa ā-whakaaturanga ka hiahiatia ana). • Continually improve professional practice by trialling and evaluating interpretive approaches for galleries and other visitor experiences. • He rite tonu tana whakapakari i āna mahi nā te whakamātautau me te tātari i ngā aronga whakamāramatanga mō ngā taiwhanga me ētahi atu wheako mō ngā manuhiri. • Identify, perform and/or facilitate any content research required for exhibitions and visitor experiences. • Ka tautohu, ka mahi, ka whakahaere hoki i ngā rangahau e hiahiatia ana mō ngā whakaaturanga me ngā wheako mō ngā manuhiri. • Contribute to the implementation, improvement, and evolution of departmental processes and best practice. • Ka tautokona te whakatinanatanga, te whakapakaritanga, me te whanaketanga o ngā tukunga ā-tari, me ngā paearu ā-mahi e tika katoa ana.
Audience and evidence advocacy	<ul style="list-style-type: none"> • Advocate for the delivery of consistent, high-quality, audience-centric experiences across exhibition projects and the wider museum. • Ka tautokona te whakaputanga o ngā wheako kounga e hāngai ana ki ngā kaimātakitaki huri noa i ngā kaupapa ā-whakaaturanga, tae noa ki te whare taonga katoa. • Actively embed evidence-based understanding about audiences into exhibition and gallery development. • He hohe tana whakaū i ngā whakamāramatanga whai taunaki e pā ana ki ngā hunga mātakitaki i ngā mahi whakanake whakaaturanga, taiwhanga hoki. • Actively seek out and share audience insights and research • He hohe tana kimi, me tana whakaatu i ngā kōrero me ngā rangahau e pā ana ki te hunga mātakitaki • Determine target audience and develop learning outcomes to guide the development of exhibitions and visitor experiences • Ka tautohu i te momo kaimātakitaki e tika ana ka whakawhanake ai i ngā hua ako hei ārahi i te whanaketanga o ngā whakaaturanga me ngā wheako mō ngā manuhiri

Collections & Research	<ul style="list-style-type: none"> Actively identify and facilitate key opportunities for maximising collections access by integrating museum collections and research into the Museum’s exhibitions and visitor experience. He hohe tana tautohu me te whakahaere i ngā āheinga matua kia nui ake ai te wāhi wāhitanga ki ngā kohinga nā te whakaū i ngā kohinga me ngā rangahau i roto i ngā whakaaturanga o te Whare Taonga me ngā wheako mō ngā manuhiri. Build partnerships with curators, collections managers, and other knowledge holders across exhibition development. Ka whai hononga ki ngā kairauhi taonga, ngā kaiwhakahaere kohinga, me ētahi atu mātanga mō te whanaketanga o ngā whakaaturanga.
People	<ul style="list-style-type: none"> Develop effective working relationships and collaborate with colleagues who contribute to the exhibition development and delivery to ensure their participation in the programme and project teams is consistently focussed on delivering to visitor outcomes. Ka whakawhanake i ngā hononga mahi e whaihua ana, ā, ka mahi ngātahi ki ngā kaimahi ka whai wāhi ki te whakawhanaketanga o ngā whakaaturanga, kia hāngai ai tā rātou whai wāhitanga kia aro mārika kia whaihua mā ngā manuhiri Develop effective working relationships with external groups; manage complex stakeholder and community relationships in a professional manner. Ka hanga hononga e whai hua ana ki ngā rōpū o waho; ka tika te whakahaere i ngā hononga tuatini ki ngā hunga whai pānga me ngā hapori

<h2 style="color: #4F81BD;">Important Relationships</h2> <h3 style="color: #7030A0;">Ngā Hononga Whakahirahira</h3>	
<p>External:</p> <ul style="list-style-type: none"> External contractors such as digital providers, 2D and 3D contractors, filmmakers, subject experts and other creative practitioners Co-development partners such as iwi and community groups, artists etc. 	
<p>Internal:</p> <ul style="list-style-type: none"> Manager Interpretation and Development, Interpretive Planning Team, wider Exhibitions Team (Project Management, Design Studio, Production Services, Touring) Wider Public Experience teams (Digital, Learning & Public Programmes, Marketing) 	

- Wider Museum team members
- Project team members (Curatorial, Collections Management, Collection Care)
- Māori Development Team

Our Expectations of our People

Ngā Kawatau mō Ngā Kaimahi

Ensure a healthy and safe work environment

Me hāpai te hauora me te haumaruru o te wāhi mahi

- Takes reasonable care of their own health and safety and ensures that their actions don't cause harm to themselves or others.
- E hāpai ana i tōna ake hauora me tōna ake haumaruru, ā, e whai ana ia i ngā mahi tika kia kore tētahi raru e pā ki a ia ki tāngata kē atu rānei.
- Complies with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.
- E ū ana ki ngā tohutohu, ki ngā kaupapa here, me ngā tukanga e pā ana ki te whakatutukinga o ngā mahi i raro i te haumaruru me te hauora.
- Understands and adheres to emergency and evacuation procedures.
- E mārama ana, e whai ana hoki i ngā tukanga e pā ana ki ngā take ohotata me te whakarereanga tōtika.
- Speaks up about health and safety matters that could affect them or their workmates.
- Ka kōrero mō ngā take hauora me te noho haumaruru e whai pānga ana ki a rātou, ki ō rātou hoamahi rānei
- Actively participates in hazard identification and reporting.
- He hohe te tūtohu me te whakamōhio atu i ngā mōrearea
- Makes suggestions on how to improve health and safety at work.
- E tāpae ana i ōna whakaaro e pā ana ki te whakapikinga ake o te hauora me te haumaruru i te wāhi mahi

Cultural awareness

Te mōhio ki ngā tikanga ā-iwi

- 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).
- E kaha ana ki te whai mōhio, ki te whakapā atu hoki ki ngā iwi huhua, ki ā rātou tikanga, me ā rātou mahi tuku iho, ki roto o Tāmaki Makaurau, i raro i ngā āhuatanga o He Kōrahi Māori me Teu le Vā.

- Understands and demonstrates the principles and application of the Treaty of Waitangi and the implications for the work of the Museum.
- E mārama ana, e whakaatu ana hoki i tōna mōhioranga mō ngā ariā me te whakatinanatanga o te Tiriti o Waitangi me ngā pānga ki ngā mahi a te Whare Taonga
- 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.
- E kitea ana tōna mōhio ki ngā kawenga motuhake o te Whare Taonga e hāngai ana ki ngā iwi o Tāmaki Makaurau, ā, he kaha tana whai wāhi mai ki te whanaketanga o te whare mai i tētahi whare tātāmi ki tētahi whare taonga o āpōpō

Digital capability Ngā mahi ā-hiko

- 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.
- He wāhi nui tō te hangarau i te nuinga o ngā tūranga o te Whare Taonga e tutuki ai ngā mahi, ka whakamahi hoki mātou i ngā hangarau ki te auaha, pupuri, tiaki, whakamahi, whakaatu hoki i ā mātou kōrero ā-matihiko. Katoa ngā kaimahi o te Whare Taonga ka noho haepapa ki te whakamahinga tika o te hangarau, kia ū ki ngā tohutohu, me te oranga o ā mātou taonga ā-matihiko

Develop self for current and future employment Kei te whakangungu i a ia mō āna mahi ināianei, mō ngā rā e tū mai nei hoki

- Knowledge and skills are developed and maintained for competent performance of current position.
- Kei te whakawhanakehia te mātauranga me ngā pūkenga, kei te whakapūmauhia ēnā āhuatanga kia tutuki pai ai ngā mahi a tēnei tūranga.

He Waka Eke Noa – Values & Behaviours

He Waka Eke Noa – Ngā Uara & Ngā Whanonga

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.

Kei te whakaahua te kōrero o 'He Waka Eke Noa' i tō mātou āhuatanga motuhake, ā, koia hoki te hōhonutanga o te kaupapa o He Korahi Māori me Teu Le Vā e kōkiri ana i ō mātou whiriwhiringa whakaaro, i ā mātou mahi me ō mātou kare ā-roto i roto i ō mātou tūranga hei kaimahi o Tāmaki Paenga Hira. Ko te tūāpapa tēnei e tū ai ngā pou o te whare, e whakatakoto

ana i ngā tikanga whakahaere a ā mātou rangatira, i ngā whanonga tōtika, me te āhua o ā mātou mahitahi ki a mātou anō, ki ngā manuhiri, me ngā hapori.

- **Authentic** – Understanding our purpose, practicing our values, leading with our hearts
Pono – E mārama ana ki tō mātou take, e whakamahi ana i ō mātou uara, mā te ngākau hei ārahi
- **Customer Centred** – Creating memorable positive experiences for each other and our audiences

Mātāmua ko te kiritaki – kia whai wheako pai ngā hunga mātakitaki

- **Respectful** – Honouring each other, valuing our differences

Whakaute – Hāpainga te tangata, whakamihia ngā rerekētanga

- **Connected** – Connected to each other, our work, and our communities

Tūhonoa – E tūhonoa ana tātou ki a tātou, ā tātou mahi, me ō tātou hapori.

- **Growth Mindset** – We treat challenges as opportunities

Aronga hinengaro whakatipu – he āheinga te wero

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

Authentic - Pono

Champions and enables team members to connect with the Museum's vision and goals delivering on our commitments to Te Tiriti o Waitangi, He Korahi Māori and Teu Le Vā.

E tautoko ana i ngā hoa mahi ki te whai wāhi atu ki te tirohanga me ngā whāinga o te Whare Taonga, e tutuki ana ngā herenga o Te Tiriti o Waitangi, He Korahi Māori, me Teu Le Vā.

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.

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.

Customer Focus (Manaaki)

- Relates well to all kinds of people and approaches tense situation by keeping the visitor experience in mind.

Customer Focus (Connected to our mahi)

- Connects with people by providing manaakitanga and excellent service.
- Understands the Museum's history, its vision for the future and how their work contributes to achieving it.
- Understands the Museum's obligations to tangata whenua and works in the spirit of partnership and goodwill envisaged by Te Tiriti o Waitangi.

Drive for Results (Accountable)

- Takes responsibility for their own performance, development and continuous improvement.

Self-Development (Resilience & Optimism)

- Steps out of the comfort zone and gives new things a try.
- Acknowledges and acts on blind spots pointed out to them by others; doesn't take work-related situations personally.

Self-Knowledge (Inclusive)

- Recognises the uniqueness of Pacific cultures and stories, the Museum's Teu Le Vā framework and adopts an advocacy role, on behalf of Pacific people, to lower barriers to engagement with the Museum.
- Is aware of their own biases and actively works to minimise their impact on decisions and interactions with others.
- Respectfully enquires of others first; seeks to understand others before seeking to be understood.
- Is committed to divesting themselves of colonial views and interpretations of people and taonga; values indigenous world views and knowledge.

Skills & Experience Required for this Role

Success in this role requires the following foundations.

- Postgraduate or tertiary qualification in museum studies, Māori studies, material culture, humanities, science, design, communication, or other relevant course of study.
- A minimum of five years' experience in developing complex and high-cost exhibitions and galleries.
- Demonstrated experience with exhibition and programme development.
- A good understanding of tikanga and reo Māori
- An understanding of Mātauranga Māori concepts and principles
- Proven experience working within a design process, from concept to delivery.
- He wheako e mahi ana i ngā tukanga hoahoa, mai i te ariā, taea noatia te whakatutukinga.
- Have a clear understanding of visitor and market research as a developmental tool.
- Strong organisational skills.
- Strong ability to work collaboratively with others.
- Experience of community collaboration, stakeholder liaison and range of partnership projects.
- Strong critical thinking and problem-solving skills.
- Superior verbal and written communication skills.

Personal Attributes Required for this Role

Success in this role requires the following attributes.

- Ability to work collaboratively and in cross-functional teams.
- Excellent interpersonal skills.
- Positive, adaptable, and proactive approach
- Naturally curious.
- A genuine interest in the Museum.

- A strong team player, who can also work independently as needed.

He Oranga Tangata ka ao
Enriching lives. Inspiring discoveries