



TAMAKI PAENGA HIRA
AUCKLAND WAR MEMORIAL MUSEUM

AUCKLAND WAR MEMORIAL MUSEUM POSITION DESCRIPTION

Position Title: Display Technician

Directorate: Public Experience

Job Status: Full-time, Permanent

Reports To: Display Manager

Direct Reports: nil

Date: July 2022

Job Purpose:

This position will be responsible for the production of exhibition displays and associated furniture and fixtures, the production of exhibition object displays, object supports and mounts, and gallery maintenance. The role will participate in team coordination, planning and delivery of public experience projects, exhibition maintenance and workshop maintenance, working to ensure the Museum's displays are delivered and cared for in line with expectations. The position works together with the Production Services Team to ensure a safe and healthy working environment.

Job Context:

This role sits within the Production Services (PS) Team and works closely with a wide range of people with technical and creative skills in the areas lighting, display, production, and graphics. The PS Team sits within the Exhibitions Department which forms a section of the Public Experience Directorate providing key skills and resources for the planning, design, production, and delivery of public experience projects.

Relationships

External Relationships

- External and commissioned contractors, designers and suppliers

Internal Relationships

- PS Team – Display Manager (Line Manager) Production Manager, Lighting Manager, AV Team, Display Team, Graphic Designers
- Museum departments & internal stakeholders – Exhibitions, Collections Care, Building Facilities, Learning and Engagement
- Maintain productive relationships museum wide

Key Tasks and Expected Results

1. Exhibition and project production

- Prepare exhibition displays and associated furniture and fixtures
- Produce exhibition Object display and support mounts
- Complete work on project schedules to time and quality standards
- Participate in team coordination of exhibition planning and delivery
- Install and demount temporary exhibitions and public event or other projects as directed
- Prototype and test feasibility of proposed exhibition design elements
- Minimise risk to collection and loan items through established museum collection display protocols
- Identify and document future maintenance concerns to inform gallery handover documentation

2. Exhibition maintenance

- Identify and report on damage or attempted theft of objects
- Identify tampering with cases and displays
- Conduct regular checks of mounts, locks and alarms
- Minimise risk to collection and loan items
- Carry out scheduled maintenance
- Clean and maintain displays as requested
- Identify and document preventative maintenance concerns
- Maintain database schedules and supervise contractors



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- Keep ahead of supply needs for display maintenance

3. Assist with maintaining best practice workshops and work spaces

- Assist with preventative and remedial maintenance of Museum machinery and facilities in wood workshop, metal workshop, and workrooms such as the prep room, processing room and crate store and paint store.
- Assist with ensuring the workshop plant and assets are appropriately stored, registered and accounted for, as well as maintaining all safety features as per manufacturers safety specifications
- Where appropriate train, induct staff in the safe use of workshop machinery and tools.
- Contribute to technical solutions, including fabrication methods and workshop processes.
- Perform role in a manner that contributes to the safe and efficient workshop conditions for the building of props, display furniture, cases, and mounts.

4. Ensure a healthy and safe work environment

- Perform all duties and tasks in accordance with health & safety obligations in accordance with the Health and Safety at Work Act 2015, and Museum standards and procedures.
- Understand emergency and evacuation procedures.
- Identify and report hazards, consistent with equipment or environments found unsafe, in accordance with Museum incident reporting, recording and investigation standards 60-ST-001. Assist with monitoring tool and workshop use, assessing, reporting and documenting risks.

5. 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 Kōrahi Māori) and Pacific Dimension (Teu le Vā);
- An understanding of 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.

6. Maintain advanced understanding of contemporary research and future thinking ideas

- Research industry standards and trends
- Articulate an expansive approach to developing museum experiences, encouraging a blend of creativity, market knowledge and innovative technological advancements.

Skills, Knowledge and Competencies

- Must have relevant experience in metal work and wood fabrication
- Desirable to have experience in joinery, model making, jewellery or similar skills
- Relevant exhibition production and installation experience, ideally in a museum environment
- An understanding of museum/archival collection management best practice & safe object handling principles
- Ability to interpret detailed design & fabrication drawings
- Proficient in Microsoft Office suite
- Basic skill level in AutoCAD, Fusion 360, Solidworks or similar software
- Excellent time management
- Team player, but self-motivated
- Physically fit and fully capable of fulfilling the role, including climbing ladders, working at heights, work platforms etc.
- Must be able to work flexible hours, including evenings, holidays and or weekends.
- Current driver's license
- Holds a passion for dynamic museums and for working in a cross functional team environment