

[name]

## Museum Awards Convenor (Casual/fixed term)

### JOB DESCRIPTION

<b>Date:</b>	1 February 2019 – 31 May 2019
<b>Job Title:</b>	Museum Awards Convenor (Casual/fixed term)
<b>Responsible to:</b>	Executive Director
<b>Responsible for:</b>	–
<b>Key Relationships:</b>	Executive Director Museums Aotearoa museum members Awards sponsors and suppliers Media and general public

#### Overview

*Our vision is for Aotearoa New Zealand to have thriving and sustainable museums.  
We achieve this by advocating on behalf of members and the sector,  
supporting the development and growth of those who work in and lead the sector,  
and extending manaakitanga toward our members.  
Everything we do is underpinned by a commitment to the principles of Te Tiriti o Waitangi.*

Museums Aotearoa is New Zealand's independent professional peak body for museums and art galleries and those who work in or have an interest in them. Members include museums, public art galleries, historical societies, science centres, people who work within these institutions and individuals connected or associated with arts, culture and heritage in New Zealand.

Museums Aotearoa undertakes work in support of its members and the museum sector in New Zealand, and participates in a range of projects in partnership with other organisations.

#### 1 Term and hours of work

This is a part time, casual role, which is expected to require a total of around 60 hours, spread over the period from December 2018 to May 2019. Actual hours are negotiable, and some work may be undertaken away from the MA office by arrangement. There is potential for some additional work for a suitable candidate if another project comes on stream.

#### 2 Job Purpose

The position of Awards Convenor exists to coordinate the planning, judging and delivery of the 2019 ServiceIQ NZ Museum Awards which will be presented in Wellington on 22 May 2019. This will involve:

- reviewing awards categories and preparing entry information
- convening the judging panel and managing conflicts of interest
- managing drafting of citations and other communications about the awards
- planning and managing the awards event with our MA19 conference team
- additional related tasks as agreed

### **3 Key Output Areas**

The following key output areas represent the broad responsibilities of the 2019 NZ Museum Awards Convenor:

- the 2019 NZ Museum Awards are delivered to the high standard expected
- arrangements are planned and carried out efficiently and effectively
- all awards entrants experience a well-run programme and event