

## POSITION DESCRIPTION

<p><b>Position Title:</b> Assistant Curator, Kaiarahi</p> <p><b>Directorate:</b> Collections and Research – Human History</p> <p><b>Job Status:</b> Full-time, Permanent</p>	<p><b>Reports To:</b> Curatorial Support Manager</p> <p><b>Direct Reports:</b> Nil</p> <p><b>Date:</b> November 2021</p>
<p><b>Job Purpose:</b></p>	
<p>The Assistant Curator, Kaiarahi role supports the Curators Pou Arahi and Taonga Māori to develop the Auckland Museum’s taonga Māori collection, enrich the content of the collection, promote collection access, answer public enquiries, contribute to the development of exhibitions, public programmes and digital content, and support research activities. This role makes an important contribution to optimising research access to collections that are important to Māori including taonga and resources such as manuscripts, archives and library collections.</p> <p>Managed by the Curatorial Support Manager in the Human History Department, at a day-to-day level this role will work closely with the wider Māori Collections team, the wider Human History and Documentary Heritage teams as well as across the Collections and Research Directorate.</p> <p>Matters relating to cultural knowledge, mana, language, description and tikanga that need to be considered when working with collections, will be brought to bear, to ensure appropriate visibility and access in the research environment.</p>	
<p><b>Job Context:</b></p>	
<p>This position is part of the wider Collections &amp; Research Directorate and sits within the Human History team. The role and contribution of this team are at the heart of many of the Museum’s aspirations as expressed in its five-year strategic plan, making the collections available onsite, offsite and online. The collections and knowledge about them are often the essential basis for Museum researcher visits, exhibitions, programmes and events.</p> <p>A collaborative approach and superior interpersonal skills will be essential in dealing with diverse groups including the public, relevant communities, academic peers, museum project teams and across all tiers of the museum.</p>	
<p><b>Relationships</b></p>	
<p><b>External Relationships</b></p> <ul style="list-style-type: none"> <li>• Iwi, Hapu, Whanau,</li> <li>• Researchers</li> <li>• Students</li> <li>• Artists / Makers</li> <li>• Museums, galleries and other collecting institutions</li> <li>• Community groups, educational organisations &amp; visitors</li> </ul>	

### **Internal Relationships**

- Teams within the Collections and Research Directorate in particular Documentary Heritage and Collection Information and Access as well as Collection Care and Natural Sciences.
- Teams across the Museum e.g. Public Experience, Māori and Pacific Development.

### **Key Tasks and Expected Results:**

#### **Collection Development**

- Support the development and implementation of the Collection Development Plan and the Annual Collecting Plan for the taonga Māori collection, including assessment of objects for deaccessioning.
- Work closely with Collection Managers and Collection Care staff in the overall management and care of the taonga Māori collection, identifying and helping to develop priority improvement projects.
- Enhance content and context of the existing taonga Māori collection including data improvements, providing comprehensive information and development of electronic collections records.

#### **Access and Engagement**

- Be a key point of contact for internal and external enquiries about the Māori collections within Human History and Documentary Heritage and provide prompt and accurate information to public and professional enquiries, including photographic requests.
- Provide expert advice and registration services as required under the Protected Objects Act 1975.
- Alongside the Collection Manager Taonga Māori and the Museum Librarian facilitate access to and interaction with collections for iwi, hapu, whanau, students and researchers.
- Provide curatorial support for Māori loan requests in conjunction with the Loans Officer and other staff.
- Support the curators in the development of temporary and long-term exhibitions, and gallery redevelopments. Alongside the Curators Pou Arahi and Taonga Māori, and Taonga Māori Collections Manager, embed a kotahitanga model that enhances gallery improvements through Kaupapa Māori initiatives.
- Communicate to diverse audiences including specialists and the broader community through the museum's public programmes, exhibitions, online services and other media including off-site engagement.
- Facilitate and supervise volunteers working with the taonga Māori collection on agreed projects.
- With the relevant Collection Managers within the Collections and Research Directorate, contribute to the resolution of historic issues with access including appropriate iwi permissions, where required.
- Advise on appropriate descriptive practices, language or vocabulary, where required.

#### **Research and Scholarship**

- Respond to enquiries and reference requests and facilitate visits to collections, especially by iwi, hapū and whānau groups.
- Work closely/one day a week with Documentary Heritage to identify and research the museum's various published and unpublished collections and information sources to improve

<p>access to Maori content including capturing additional key information in database records.</p> <ul style="list-style-type: none"> <li>• Contribute to communicating research outputs through exhibitions as well as other published forms such as peer reviewed journals, popular print, conferences, presentations to internal and external audiences and through digital channels.</li> <li>• Provide oversight to staff, students, artists, practitioners and volunteers undertaking research on the taonga Māori collection.</li> <li>• Co-ordinate cross departmental Māori resources and support kaupapa Māori.</li> </ul>
<p><b>Digital Capability</b></p> <ul style="list-style-type: none"> <li>• Uses best practice knowledge management processes for the creation, retention and distribution of digital content and assets, making them searchable, shareable, usable, and relevant across multiple digital channels</li> </ul>
<p><b>Develop self for current and future employment.</b></p> <ul style="list-style-type: none"> <li>• Knowledge and skills are developed and maintained for competent performance of current position.</li> <li>• A personal development plan is developed and maintained.</li> </ul>
<p><b>Ensure a healthy and safe work environment</b></p> <ul style="list-style-type: none"> <li>• Understand and exercise their health &amp; safety responsibility according to health &amp; safety legislation.</li> <li>• Understand and adhere to emergency and evacuation procedures.</li> <li>• Participate in annual health and safety audit of work.</li> <li>• Identify and report hazards, consistent with Museum policy and procedures.</li> </ul>
<p><b>Cultural awareness</b></p> <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>• Understand and demonstrate the principles and practice of the Treaty of Waitangi and the implications for the work of the Museum.</li> <li>• Demonstrate a thorough understanding of the Museum's specific obligations in Auckland's cultural landscape in a post-Treaty Settlement era.</li> </ul>
<p><b>Skills, Knowledge and Competencies</b></p>
<p><b>Essential Knowledge &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>• Relevant postgraduate qualifications or equivalent experience in a relevant field.</li> <li>• Demonstrated knowledge of taonga Māori collections, of best practice in collection care and development relating to taonga Māori collections and experience in meeting the needs of Māori in relation to visits and enquiries about taonga.</li> <li>• Demonstrates an awareness of tikanga Māori and cultural ethics</li> <li>• Demonstrated understanding and commitment to taonga Māori and their interpretive value, and as a core resource for museum activities.</li> <li>• Demonstrated experience in contributing to the development of, and provision of accurate content for, public programmes and exhibitions.</li> </ul>

- Understanding of the principles and practice of the Treaty of Waitangi, and the implications of this for the work of the museum.
- Evidence of strong networks with the Māori community at local and national levels.
- Demonstrated experience in and commitment to ethical and safe work practices.
- Written and oral Te Reo fluency preferred or at least intermediate proficiency.
- Sound reference skills and proven ability to work collegially with researchers.

**Competencies:**

- Superior oral, written communication skills and demonstrated ability to provide written reports on work accomplished against agreed targets.
- A collaborative approach and excellent interpersonal skills will be essential in dealing with diverse groups including community groups, the public, iwi and whanau, museum project teams, and across all tiers of the museum.
- Ability to handle a variety of collection materials.

**Personal Attributes:**

- A responsive, professional, open and enthusiastic manner.
- Self-motivation, organisation, an ability to cope well under stress.
- Must be able to work flexible hours, including evenings, holidays and/or weekends.
- Holds a passion for dynamic museums and for working in a cross-functional team environment.