

## Exhibitions Manager

We're building a new Museum for Waitaha Canterbury – a world-class facility for the taonga (treasures) we care for and a place to tell the stories of our region and the people who live here.

Are you innovative and inspired by great design, with outstanding people management skills? We're looking for an exhibition manager, with a strong track record in delivering exceptional exhibitions, to lead our talented team of designers and creatives.

Reporting to the Head of Public Engagement, you'll be responsible for developing and creating the new and reimagined exhibitions and displays in the redeveloped Museum. You'll have experience working in a creative environment, ideally with a tertiary qualification in design, interior design or graphic design, and the proven ability to deliver a wide range of projects.

If this sounds like you, apply today and join our journey of change.

**To learn more about this position and how to apply, please go to [www.canterburymuseum.com/about-us/working-at-the-museum](http://www.canterburymuseum.com/about-us/working-at-the-museum)**  
**Applications close at 8.00 am on Monday, 17 July 2023**

[www.canterburymuseum.com](http://www.canterburymuseum.com)



### How to Apply

Applications are invited by letter with attached Curriculum Vitae. The letter should include your own assessment of your suitability for the position and an indication of when you are free to take up duties. You should also state whether or not you have any criminal convictions or have any hearings pending. The Curriculum Vitae should include information about your experience and qualifications and the names and contact details (address, email and telephone numbers) of two or three people who are willing to assess the applicant's merits if confidential reference is made to them.

Your application should be addressed to **Anthony Wright, Director**, and emailed to:

[EMApplication@canterburymuseum.com](mailto:EMApplication@canterburymuseum.com)

Applications will close at 8.00 am on Monday 17 July 2023.

### Conditions of Employment

Conditions of employment will be set out in a standard Canterbury Museum Individual Employment Agreement if you are offered a position. Applicants must have, or be eligible for, a New Zealand work visa.

Confirmation of employment will be subject to a satisfactory response to the Ministry of Justice's 'Request by a Third Party under the Official Information Act for a copy of criminal convictions held' (required by the Museum's Security Policy).

### Remuneration

The Museum employs a job sizing methodology which assesses relativities between positions and relates jobs to salary bands. Each band has a scale running from 80% through to 120%, with

100% being the midpoint which is commonly understood to be the value where the job is being carried out at a successful and fully competent level.

Remuneration at commencement will be based on qualifications and experience and is likely to be in the range of \$77,146 per annum (80% of Band F), and \$96,433 per annum (100% of Band F).

## Position Description

Role Title:	Exhibitions Manager
Date:	June 2023
Department:	Public Engagement Team
Reports to:	Head of Public Engagement
Direct Reports:	5.75 FTE rising to c.10 during and after redevelopment
Band:	F (Appointment is likely to be between 80% (\$77,146) – 100% (\$96,433) of the band)
Hours:	40 hours per week, Monday to Sunday, with flexibility

*He kōpapa taonga, he pātaka korero, hei kai mā Waitaha, hei kai mā te ao*  
*A storehouse of treasures, a repository of knowledge for Canterbury and for the world*

### Ā Mātou Mahi | What We Do

Canterbury Museum is a charitable trust governed by the Canterbury Museum Trust Board. It opened to the public in 1867 and has been on Rolleston Avenue since 1870. The Museum closed to the public in early 2023 and is currently undergoing redevelopment. A pop-up Museum – Canterbury Museum at CoCA – opens at 66 Gloucester Street in mid-2023.

The Museum acquires and cares for worldwide collections of human and natural history, with a focus on the Ngāi Tahu rohe, Waitaha Canterbury and the Antarctic. Before closing for redevelopment, the Museum was one of the premier tourist attractions in Te Waipounamu (South Island). It welcomed several hundred thousand visitors each year to explore the diversity of the natural world and Aotearoa New Zealand's cultural heritage, while also providing a window on the rest of the world.

Canterbury Museum also owns and operates *Quake City*, and Ravenscar House Museum.

The Museum aims to:

- Create an interactive, experiential journey for visitors.
- Provide our visitors with friendly, high-quality service, ensuring equitable access to all.
- Reach out to children and adults of all ages and provide learning experiences in an informative and enjoyable setting.
- Build and properly care for the collection of priceless taonga we hold in trust for the community.
- Undertake high-quality, relevant research on our collections and disseminate results to the widest possible audience.
- Work with iwi in the spirit of Te Tiriti o Waitangi (Treaty of Waitangi), embodying concepts such as mauri, kawa, mana and wairua.
- Work with a range of partnerships that integrate us into the wider community.
- Provide maximum community benefits from the resources available.
- Uphold and adhere to the highest professional standards of best practice.

- Provide staff with the learning and professional development opportunities required to enable them to carry out their work.

## Ō Mātou Tikanga | The Values We Live By

- We actively ENGAGE with our visitors and the wider Waitaha Canterbury community.
- We are committed to working COLLABORATIVELY with our communities and with each other.
- We are committed to ACCOUNTABILITY in all our actions.
- We always act with INTEGRITY for our people, our taonga and the environment.

## Ngā Tohu Hākorī | Bicultural Competencies

Canterbury Museum is committed to the principles of Te Tiriti o Waitangi. Our work with Te Rūnanga o Ngāi Tahu serving the Waitaha Canterbury region reflects this.

Canterbury Museum staff, research fellows, volunteers, board and contractors are expected to:

- Maintain a level of cultural competency specific to the role and contribute to the cultural and social cohesion between internal and external people and groups.
- Understand and engage with the principles of Te Tiriti o Waitangi and its implications.
- Understand and engage with obligations to upholding the principles of Te Tiriti o Waitangi.
- Display cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Māori.
- Have an awareness of ethnic and cultural differences, social, political and religious beliefs.
- Respect diversity amongst internal and external people and groups.

## Tūnga Whāinga | Position Purpose

This role exists to:

1. Manage the programming, design, development, production, installation, and de-installation of exhibitions.
2. Continually uphold and improve the Museum standards of display of artefacts, information, and corporate and wayfinding signage.
3. Lead and inspire the Museum's exhibition programming and delivery whilst managing the Exhibitions Group operations, including customer service, work production, equipment, budgets, and delivery timelines.
4. Promote Canterbury Museum locally, nationally, and internationally by achieving excellence in fields of endeavour and be a strong advocate for the promotion of Mātauranga Māori.
5. Form a collaborative cross-team approach and foster positive relations.

## Ngā Pātahitanga Matua | Key Relationships

<i>Internal</i>	<i>External</i>
Tumuaki   Director	Te Rūnanga o Ngāi Tahu, mana whenua and local whanau
Canterbury Museum Trust Board	Suppliers and Service Providers

Head of Public Engagement	Museum visitors, Friends, and community
Exhibition Project Manager	Museum sector institutions and professional networks
Exhibitions Team	Christchurch City Council and Contributing Local Authorities

## Ngā Wāhi Matua o te Whakatauranga | Key Areas of Accountability

Areas of Accountability	Deliverables/Expected Results/Outcomes <i>Being personally responsible for:</i>
Leadership	<ul style="list-style-type: none"> <li>• Participating in the Museum's leadership and goal-setting with the People Managers Forum.</li> <li>• Leading direct reports to achieve an effective team fit to meet the Museum's goals.</li> <li>• Leading or supporting project teams working on exhibition priorities.</li> <li>• Assigning clear accountabilities.</li> <li>• Guiding, coaching and mentoring.</li> <li>• Promoting open communications and a 'can do' attitude.</li> <li>• Ensuring group staff engage and interact equally with all other groups in the Museum.</li> <li>• Identifying the strengths and expertise of individuals and utilising such qualities.</li> </ul>
Exhibitions Programme	<ul style="list-style-type: none"> <li>• Establishing a programme for ongoing refreshment and maintenance at all Canterbury Museum exhibition sites and spaces.</li> <li>• Working closely with the Exhibitions Project Manager to lead, plan, program and deliver the new exhibitions and displays for the redeveloped Museum.</li> <li>• Working with the Public Engagement team to identify potential national and local funders and grant organisations (Government, commercial and philanthropic).</li> <li>• Proactively identify, manage, mitigate and provide solutions to risks and issues.</li> <li>• Consistently innovating so that the museum's exhibitions represent the latest research and community focus.</li> <li>• Establishing a programme for ongoing maintenance, refreshment and review of corporate signage.</li> <li>• Managing the provision of innovative graphic design services (including exhibition graphics).</li> <li>• Programming the temporary exhibition calendar to provide a range of engaging, relevant and informative exhibitions with a broad appeal.</li> <li>• Overseeing the design, development, production, installation, and de-installation of exhibitions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaising with other institutions to bring externally curated exhibitions to Canterbury Museum.</li> <li>• Developing and touring exhibitions curated in-house for other institutions as a revenue-generating and reputational-enhancing exercise for the Museum.</li> <li>• Developing and touring exhibitions curated in-house for Contributing Local Authorities as a commitment to Waitaha Canterbury.</li> </ul>
Community Engagement	<ul style="list-style-type: none"> <li>• Developing and strengthening community networks and engagement, connecting groups with the broad range of Museum Services.</li> <li>• Writing and distributing <i>Museum Update</i> and other relevant newsletters to Museum stakeholders.</li> </ul>
Customer Relationship Management (Internal and External)	<ul style="list-style-type: none"> <li>• Building and maintaining effective relationships with key internal and external stakeholders to communicate and collaborate for mutual benefit and organisational growth, particularly to realise redevelopment objectives and delivery.</li> <li>• Being a strong communicator and negotiator who can relate to and motivate a wide range of people.</li> <li>• Listening well and responding effectively. Presenting written and oral information concisely, ensuring people are well informed.</li> <li>• Involving people when making key decisions that may impact upon them, using persuasion and influence, empathy and rapport.</li> <li>• Facilitating customer consultation to inform the delivery of the best possible user experiences.</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>• Working to agreed budgets and proactively seeking the best financial options and outcomes for the delivery of the exhibition fit-out.</li> <li>• Assisting with monthly, quarterly and annual reports and project reports as required.</li> </ul>
Personal and professional development	<ul style="list-style-type: none"> <li>• Keeping up to date with professional information and literature.</li> <li>• Attending and contributing to relevant professional conferences, workshops and seminars.</li> <li>• Participating in all relevant corporate development training opportunities.</li> <li>• Identifying personal development training opportunities and in agreement with your manager attending and participating.</li> </ul>
Museum excellence	<ul style="list-style-type: none"> <li>• Adhering to Museum policies and procedures, guidelines and house rules.</li> <li>• Adhering to professional standards, practices and codes of ethics.</li> <li>• Promoting excellent customer service by living the Museum's values and objectives.</li> <li>• Working to ensure the Museum is a responsible tourism destination.</li> </ul>

	<ul style="list-style-type: none"> <li>Proactively seeking continuous improvement to further enhance the visitor experience.</li> <li>Promoting and maintaining excellent internal working relations.</li> <li>Adhering to the Museum's health and safety practices and always remaining aware of all health and safety matters.</li> <li>Ensuring use of sustainable practices wherever possible and continuously looking for ways for improvement.</li> <li>Accepting additional responsibilities when requested.</li> </ul>
Record Management and Archiving	<ul style="list-style-type: none"> <li>Creating records, both paper and electronic, as appropriate to your role.</li> <li>Taking ownership of and responsibility for the management of your own and your group's Records and Archives following best practice records management procedures.</li> </ul>
Health, safety and sustainability	<ul style="list-style-type: none"> <li>Maintaining the highest standards of health and safety.</li> <li>Taking reasonable care that your own acts or omissions do not adversely affect the health and safety of other persons.</li> <li>Reporting all accidents and reportable incidents.</li> <li>Complying, as far as is reasonably able, with any reasonable instruction that is given to allow the organisation to comply with the Health and Safety at Work Act 2015 and its amendments.</li> <li>Co-operating with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to staff.</li> <li>Participating in Health and Safety training, including fire and evacuation training and participating in drills as required.</li> <li>Being aware of risks that may impact the role.</li> <li>Ensuring compliance with security requirements.</li> <li>Acting in a responsible and sustainable way and minimising our negative environmental impact.</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>Undertaking other duties commensurate with the role as reasonably requested by your manager from time to time. Perform such duties in a timely, accurate manner and in accordance with organisational policies and procedures.</li> </ul>

## Ngā Ahu | Dimensions

No of direct Reports	5.75 FTE rising to c.10 during and after redevelopment
Budget responsibility	\$400k (operational, excluding salaries)
Facilities managed	Canterbury Museum [closed until 2028], Quake City, Ravenscar House, Canterbury Museum at CoCA [2023-2028]

## Ngā Tepenga Mana | Limitations of Authority

Operating Budget	Authorised to spend as per the delegations' policy.
Capital Spend	Authorised to spend as per the delegations' policy.

## Tauwhāititanga Tangata | Person Specification

<i>Knowledge and skills</i>	<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>Interest in and knowledge of exhibitions, graphics and display presentation, preferably within Museums or a closely aligned sector.</li> <li>In-depth knowledge of the use and application of materials and equipment used in the construction of displays.</li> <li>Good understanding of and commitment to health &amp; safety and environmental impacts.</li> <li>Ability to establish credibility with stakeholders, with highly developed communication and relationship-building skills.</li> <li>Excellent visualisation and drawing skills to interpret ideas.</li> <li>Commitment to New Zealand's cultural heritage and Māori tikanga.</li> <li>Excellent written and verbal communication skills.</li> <li>Excellent attention to detail, problem-solving and analytical skills.</li> <li>Excellent high-level planning, time and project management skills.</li> </ul>	   ✓  ✓  ✓  ✓  ✓  ✓  ✓	  ✓  ✓    ✓          
<i>Experience</i>		
<ul style="list-style-type: none"> <li>Proven people management capabilities with at least three years of experience leading a creative team.</li> <li>Proven display background, including specifying and interpreting interior design spatial requirements.</li> <li>Experience with budgets, contracts and negotiations.</li> </ul>	 ✓  ✓  ✓	
<i>Behavioural competencies</i>		
<ul style="list-style-type: none"> <li>Demonstrable strong work ethic that consistently delivers results.</li> <li>Enthusiastic, motivated, receptive to ideas, polite, and patient.</li> <li>Active modelling of and coaching group members in good engagement with colleagues.</li> <li>Able to initiate and maintain appropriate external relationships linking the Museum with the community it serves.</li> <li>Excellent teamwork capacity.</li> <li>Commitment to a high level of customer service in a working environment requiring meeting specific deadlines.</li> <li>Integrity, high motivation, and a sense of humour.</li> <li>Embraces cultural and thought diversity. Ethical.</li> </ul>	 ✓ ✓ ✓  ✓ ✓ ✓  ✓ ✓	
<i>Qualifications</i>		
<ul style="list-style-type: none"> <li>Tertiary design qualification or equivalent experience.</li> </ul>	 ✓	



<ul style="list-style-type: none"> <li>• Qualifications in museum studies or curatorship are an advantage.</li> </ul>		✓
<i>Specific requirements</i>		
<ul style="list-style-type: none"> <li>• Results-driven and hands-on as required, with good physical fitness and dexterity.</li> </ul>		✓

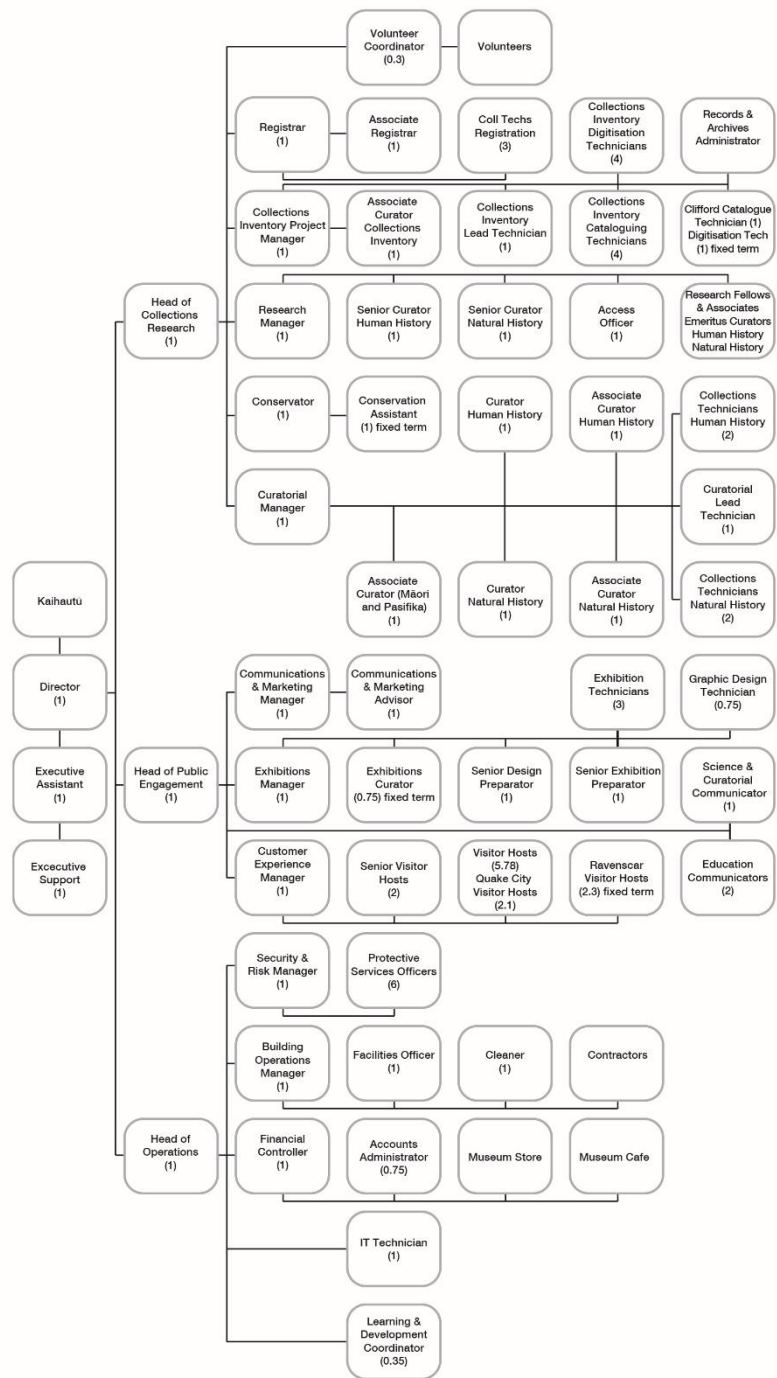
## Signatories

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 [Position holder's name]  
 Exhibitions Manager

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Stephen Pennruscoe  
 Head of Public Engagement

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Anthony Wright  
 Tumuaki | Director

organisational chart



15 November 2022