

Museum Collections Inventory Cataloguing Technician (permanent)

Canterbury Museum is seeking a Cataloguing Technician to work on a major collections project. The aim of this project is to inventory the Museum's collection of approximately 2.3 million objects, 60% of which are not yet on the Vernon Collections Management System. Working with the Collections Inventory Project Manager and existing Inventory Project staff, the Cataloguing Technician will focus on producing basic electronic records for Human History and Natural History collections.

Previous experience in a museum or similar is required. Full training will be given to successful candidates. Advanced keyboard skills are essential, as is attention to detail and accuracy.

Applicants for this position must have the right to live and work in New Zealand for the duration of employment. Applications that do not supply all requested information will not be considered. To find out more about these positions and how to apply please visit the Working at the Museum section of our website www.canterburymuseum.com

Applications close at 5.00 pm on Wednesday 22 November 2023.

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:

CICTApplication@canterburymuseum.com

Applications will close at 5.00 pm on Wednesday 22 November 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 \$54,130 per annum (80% of Band C), and \$67,663 per annum (100% of Band C).

Position Description

Role Title:	Collections Inventory Cataloguing Technician
Date:	November 2023
Team:	Collections Inventory Team in the Collections and Research Group
Reports to:	Collections Inventory Project Manager
Direct Reports:	Nil
Band:	Band C (Recruitment is between 80–100% 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 Tāhu 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 Hākori | 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. Create object records for the 60% of collections not yet on the Vernon Collections Management System and to update existing records where required.

Ngā Pātahitanga Matua | Key Relationships

<i>Internal</i>	<i>External</i>
Tumuaki Director	Museum visitors, friends and community
Canterbury Museum Trust Board	
Head of Collections and Research	
Collections Inventory Project Manager	
Collections Inventory Team	
Registrar and Team	
Curatorial Team	

Ngā Wāhi Matua o te Whakatau Ā-Rangatira | Key Areas of Accountability

Areas of Accountability	Deliverables/Expected Results/Outcomes <i>Being personally responsible for:</i>
Collections Inventory cataloguing	<ul style="list-style-type: none"> • Entering accurate records on the spreadsheets and preparing records for import on to the Vernon Collections Management System. • Providing a concise and accurate description of the object. • Capturing any existing information in or on boxes, including any numbers, on the spreadsheet with any other clues that might aid future identification. • Carrying out a basic search, as necessary, to retrieve object information. • Allocating and attaching numbers to unnumbered objects • Photographing or scanning each object if required. • Providing basic packaging for the objects and ensuring unique number is on the box. • Recording the location of the object. • Ensuring accuracy of all data captured. • Actively reviewing and improving processes. • Checking to see if Vernon records exist for objects and updating these as required. • Working on other special collections projects as required.
Customer Relationship Management (Internal and External)	<ul style="list-style-type: none"> • Building and maintaining effective relationships with key internal and external stakeholders to communicate and collaborate for mutual benefit and organisational growth. • Being a strong communicator who can relate to a wide range of people. • Listening well and responding effectively. Presenting written and oral information concisely, ensuring people are well informed.
Personal and professional development	<ul style="list-style-type: none"> • Keeping up to date with professional information and literature. • Attending and contributing to relevant professional conferences, workshops and seminars. • Participating in all relevant corporate development training opportunities. • Identifying personal development training opportunities and in agreement with your manager attending and participating.
Museum excellence	<ul style="list-style-type: none"> • Adhering to Museum policies and procedures, guidelines and house rules. • Adhering to professional standards, practices and codes of ethics. • Promoting excellent customer service by living the Museum's values and objectives.

	<ul style="list-style-type: none"> • Working to ensure the Museum is a responsible tourism destination. • Proactively seeking continuous improvement to further enhance the visitor experience. • Promoting and maintaining excellent internal working relations. • Adhering to the Museum’s health and safety practices and always remaining aware of all health and safety matters. • Ensuring use of sustainable practices wherever possible and continuously looking for ways for improvement. • Accepting additional responsibilities when requested.
Record Management and Archiving	<ul style="list-style-type: none"> • Creating records, both paper and electronic, as appropriate to your role. • Taking ownership of and responsibility for the management of your own and your group’s Records and Archives following best practice records management procedures.
Health, safety and sustainability	<ul style="list-style-type: none"> • Maintaining the highest standards of health and safety. • Taking reasonable care that your own acts or omissions do not adversely affect the health and safety of other persons. • Reporting all accidents and reportable incidents. • 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. • Co-operating with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to staff. • Participating in Health and Safety training, including fire and evacuation training and participating in drills as required. • Being aware of risks that may impact the role. • Ensuring compliance with security requirements. • Acting in a responsible and sustainable way and minimising our negative environmental impact.
Other Duties	<ul style="list-style-type: none"> • 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.

Tauwhāititanga Tangata | Person Specification

<i>Knowledge and skills</i>	<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Knowledge of museum collection management practices. • Knowledge of basic museum curatorial principles and practice. • Interest in or specialist knowledge of an area related to the Museum's collections of archives. • Cultural awareness, particularly a good understanding of biculturalism and the Treaty of Waitangi. • Excellent written and verbal communication skills. • Excellent attention to detail and accuracy. • A high level of computer keyboard skills and familiarity with information technology. • Flexibility and the ability to multi-task. • Good time management skills. • Good level of fitness and manual dexterity. • Good level of operation of photography and scanning equipment. • Good understanding of health and safety principles. • Commitment to New Zealand's cultural heritage and Māori tikanga. • Excellent written and verbal communication skills. • Good understanding of and commitment to health & safety and environmental impacts. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
<i>Experience</i>		
<ul style="list-style-type: none"> • Three years' experience working in a museum or closely aligned sector. 		✓
<i>Behavioural competencies</i>		
<ul style="list-style-type: none"> • Demonstrable strong work ethic that consistently delivers results. • Enthusiastic, motivated, receptive to ideas, polite, and patient. • Excellent teamwork capacity and ability to work independently. • Good interpersonal skills. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	
<i>Qualifications</i>		
<ul style="list-style-type: none"> • A degree in a discipline related to the Museum's collections. • Qualifications in museum studies are an advantage. 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓

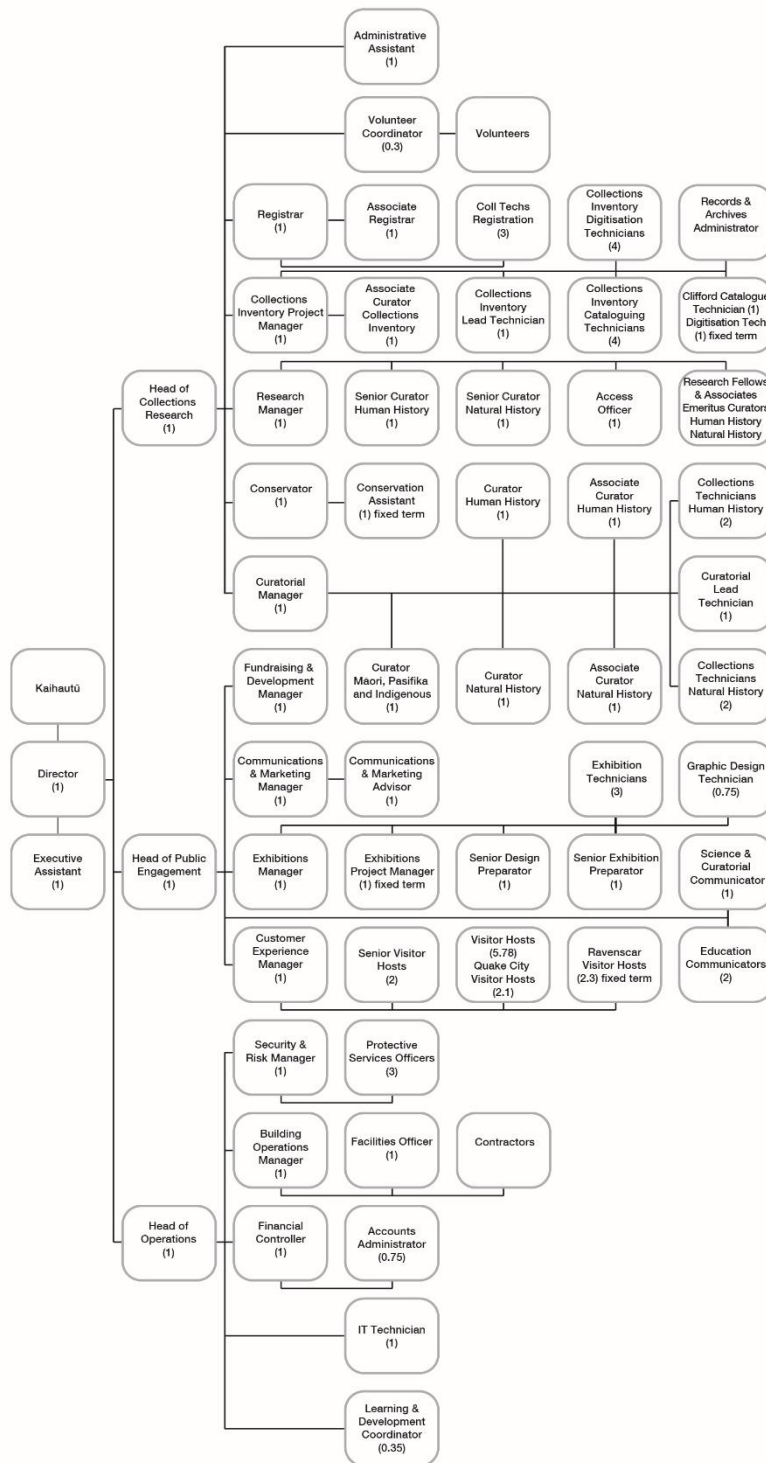
Signatories

Signed _____ Date _____
[Position holder's name]
Collection Inventory Cataloguing Technician

Signed _____ Date _____
[Manager's name]
Collections Inventory Project Manager

Signed _____ Date _____
Anthony Wright
Tumuaki | Director

organisational chart



26 October 2023