

## Exhibitions Conservation Technician

(Part time, fixed term)

We are 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.

We now have the opportunity for an experienced technician or carpenter to join our team in a part time (16 hours a week) fixed term role for 6 months. Focusing on assisting with the conservation of complex collection objects for display, you will assist by sharing your specialist knowledge and providing bespoke solutions for each object.

This is a hands-on role requiring a knowledge of conservation/restoration, metal fabrication and carpentry. Experience operating workshop machinery, as well as interpreting and documenting technical drawings, is required. Some heavy lifting is required so a good level of physical fitness is essential.

**To find out more about these positions and how to apply please visit the Working at the Museum page on our website [www.canterburymuseum.com](http://www.canterburymuseum.com)**

**Applications must be in the specified format to be accepted. Applications close at 5.00 pm on Sunday 27 April 2025.**



### 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, Tumuaki | Director**, and emailed to:

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

Applications will close at 5.00 pm on 27 April 2025

### 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 \$56,025 per annum (80% of Band C, pro-rated to \$22,410 per annum based on 16 hours per week) and \$70,031 per annum (100% of Band C, pro-rated to \$28,012 per annum based on 16 hours per week).

# Whakaahuatanga tūnga | Position Description

## Exhibitions Conservation Technician

### (Six-month fixed term)



Role Title:	Exhibitions Conservation Technician
Date:	March 2025
Group:	Collections Inventory
Reports to:	Collections Inventory Project Manager
Direct Reports:	Nil
Band:	Band C
Hours:	0.4 FTE (16 hours per week) for a fixed term of six months

*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 opened 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 *Ravenstarn 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.

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### 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. Support conservation processes through hands-on work and by providing technical knowledge with regard to conservation treatments, support solutions and storage.
2. This is a part time (16 hours per week), fixed term role for a period of six months to assist in the construction of mounting solutions for large objects.

### Ngā Pātahitanga Matua | Key Relationships

<i>Internal</i>	<i>External</i>
Collections Inventory Project Manager	Key stakeholders
Exhibition Manager	
NVE Development Manager	
Conservation, Exhibitions and Collections staff	
Museum Team (all staff)	

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

Areas of Accountability	Deliverables/Expected Results/Outcomes <i>Being responsible for:</i>
Conservation Processes	<ul style="list-style-type: none"> <li>• Assist with large object treatment, as determined by the Conservator.</li> <li>• Create supports for long term storage and display of objects.</li> <li>• Object movement solutions.</li> <li>• Object storage solutions.</li> <li>• Providing technical knowledge around conservation treatments, support solutions and storage.</li> </ul>
Laboratory/Workshop	<ul style="list-style-type: none"> <li>• Maintain risk assessments and lab/workshop to legal requirements and best practice, as per internal policies and procedures.</li> <li>• Maintain a clean and tidy laboratory/workshop.</li> <li>• Ensure good health &amp; safety protocols are followed.</li> </ul>
Customer and Stakeholders Relationship Management	<ul style="list-style-type: none"> <li>• Build and maintain effective relationships with staff to communicate and collaborate for mutual benefit and organisational growth.</li> <li>• Be a strong communicator who can relate to and motivate a wide range of people.</li> <li>• Listen well and respond effectively. Present written and oral information concisely, ensuring people are well informed.</li> </ul>
Financial management	<ul style="list-style-type: none"> <li>• Show fiscal responsibility in working to agreed budgets and proactively seeking the best financial options and outcomes.</li> </ul>
Personal and professional development	<ul style="list-style-type: none"> <li>• Keep up to date with professional information and literature.</li> <li>• Participate in all relevant training and development opportunities.</li> <li>• Identify personal development training opportunities and, in agreement with your manager, attend relevant training.</li> </ul>
Museum excellence	<ul style="list-style-type: none"> <li>• Adhere to Museum policies and procedures, guidelines and house rules.</li> <li>• Adhere to professional standards, practices and codes of ethics.</li> <li>• Promote excellent customer service by living the Museum's values and objectives.</li> <li>• Work to ensure the Museum is a responsible tourism destination.</li> <li>• Proactively seek continuous improvement to further enhance the visitor experience.</li> <li>• Promote and maintain excellent internal working relations.</li> </ul>

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(Six-month fixed term)**

	<ul style="list-style-type: none"> <li>Adhere to the Museum's health and safety practices and always remain aware of all health and safety matters.</li> </ul>
Record Management and Archiving	<ul style="list-style-type: none"> <li>Create records, both paper and electronic, as appropriate to your role.</li> <li>Take ownership of and responsibility for the management of your own Records and Archives following best practice records management procedures.</li> </ul>
Health, safety and sustainability	<ul style="list-style-type: none"> <li>Maintain the highest standards of health and safety.</li> <li>Take reasonable care that your own acts or omissions do not adversely affect the health and safety of other persons.</li> <li>Report all accidents and reportable incidents.</li> <li>Comply, 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-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to staff.</li> <li>Participate in Health and Safety training, including fire and evacuation training and participating in drills as required.</li> <li>Be aware of risks that may impact the role.</li> <li>Ensure compliance with security requirements.</li> <li>Act in a responsible and sustainable way, minimising our negative environmental impact.</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>Undertake 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>

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**Tauwhāititanga Tangata | Person Specification**

<i>Knowledge, Skills, Experience</i>	<i>Essential</i>	<i>Desirable</i>
Knowledge of and experience in Museum (or similar) exhibition design		✓
An indepth knowledge of the use and application of materials and equipment associated with the construction of displays.	✓	
Proficiency in carpentry, metalwork and construction, with the ability to carry out fabrication tasks.	✓	
An indepth knowledge of engineering practices.	✓	
Knowledge of materials and tools used on conservation, with hands-on experience in object handling and restoration.	✓	
Experience in logistics, including the use of gantry cranes, walkie stacker operation, manual handling of large objects and warehousing operations.	✓	
Demonstrated ability to operate workshop machinery and plant, and interpret and document technical drawings.	✓	
Proven ability to engage and work effectively with a diverse range of people.	✓	
Exceptional problem-solving skills with the ability to identify solutions as/when issues arise.	✓	
Excellent time management skills with the ability to meet set deadlines.	✓	
Proven understanding of and commitment to health & safety and environmental impacts.	✓	
An understanding of and commitment to New Zealand's cultural heritage and Māori tikanga.	✓	
Results driven and hands-on.	✓	
Physical fitness and dexterity; heavy lifting and performing tasks whilst wearing PPE is required.	✓	
Forklift/Walkie Stacker ticket		✓
Silvercard holder EWP and/or forklift		✓

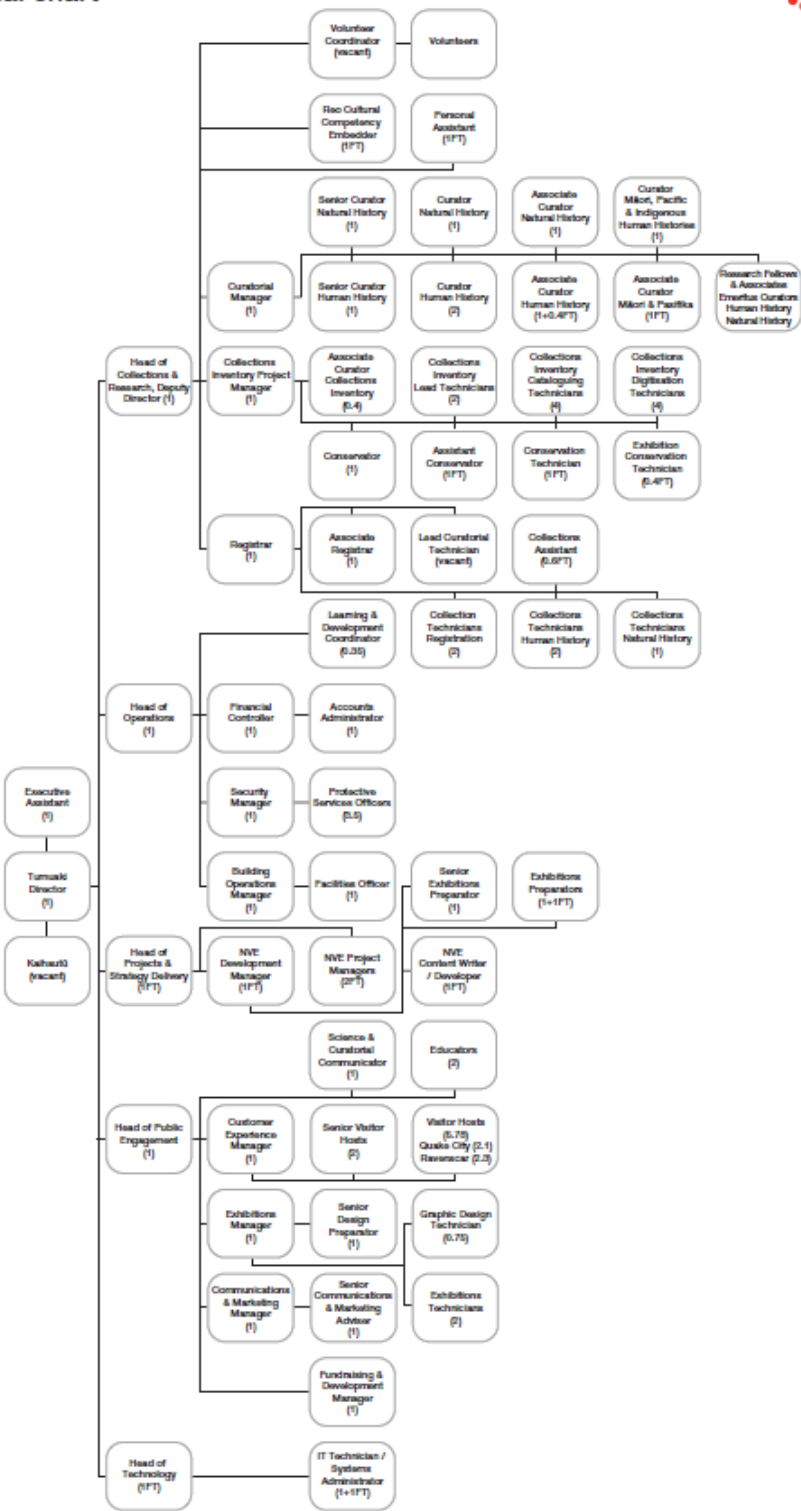
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organisational chart



3 March 2025