

Assistant Conservator

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.

If you're a qualified conservator who enjoys working on a wide range of materials, this would be an incredible opportunity for you to join a dynamic team at an exciting time. Join us in making these objects accessible to their community.

Reporting to the Head of Collections and Research, and collaborating with other Museum departments, you'll be hands on, preparing taonga for display in the new Museum. You'll need a postgraduate qualification in conservation and practical experience within the Museum sector. In this role there will be opportunities for learning and growth and you will get the chance to contribute to the Museum's research 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
Applications close at 8.00 am on Monday, 24 July 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:

ACApplication@canterburymuseum.com

Applications will close at 8.00 am on Monday 24 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 \$56,661 per annum (80% of Band D), and \$70,826 per annum (100% of Band D).

JOB VALUE STATEMENT

Role Title:	Assistant Conservator (five years fixed term)
Date:	June 2023
Department:	Conservation Department
Reports to:	Head of Collections and Research
Direct Reports:	Nil
Band:	Band D (Recruitment is between 80% (\$56,661) –100% (70,826) 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 provide conservation support and strategy for the Museum redevelopment, including conserving objects for display in the redeveloped Museum and in providing care for objects at the temporary storage and exhibition sites.

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	
Head of Collections and Research	
Conservation Team	
Curatorial Team	
Registrar and Registration Team	
Collections Inventory Team	
Exhibitions 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>
Object Conservation	<ul style="list-style-type: none"> • Prepare treatment proposals and present case to Conservation Panel for decision • Carry out treatments as determined by the Conservation Panel • Update the Vernon Collections Management System with treatment reports and photographs • Contribute to Gallery cleaning programme, condition reporting and other conservation related tasks as agreed with their Manager on a project basis
Interdepartmental Assistance	<ul style="list-style-type: none"> • Provide assistance to registration, exhibitions, inventory and curatorial departments as agreed by your Manager
Laboratory	<ul style="list-style-type: none"> • Maintain risk assessments and lab to legal requirements and best practice as per internal policies and procedures • Maintain a clean and tidy laboratory • Supervise facilities maintenance in the lab • Ensure good health and safety protocols are followed
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 and motivate a wide range of people. • Listening well and responding effectively. Presenting written and oral information concisely, ensuring people are well informed.
Financial Management	<ul style="list-style-type: none"> • Show fiscal responsibility in working to agreed budgets and proactively seeking the best financial options and outcomes.
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. • Working to ensure the Museum is a responsible tourism destination. • Proactively seeking continuous improvement to further enhance the visitor experience.

	<ul style="list-style-type: none"> • 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"> • Conservation theory and practice • Ability to use a database, preferably Vernon CMS • Museum curatorial and collections management practice • Cultural awareness, particularly a good understanding of biculturalism and the Treaty of Waitangi • Ability to use a digital camera to take photographs • Excellent written and verbal communication skills • Excellent research, problem-solving and analytical skills • Excellent record keeping and report writing • Excellent reading, listening and comprehension skills • Excellent budget management skills • Excellent self-motivation skills and ability to work alone and manage time effectively • Good manual dexterity and physical fitness • 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"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
<i>Experience</i>		
<ul style="list-style-type: none"> • At least three years practical experience with objects working in a conservation laboratory or studio 	<ul style="list-style-type: none"> ✓ 	
<i>Behavioural competencies</i>		
<ul style="list-style-type: none"> • Enthusiastic, motivated, receptive to ideas, polite, patient, methodical • Practical and solutions oriented • Able to maintain internal relationships and externally, when appropriate • Demonstrable strong work ethic that consistently delivers results • Excellent teamwork capacity • Commitment to a high level of customer service in a working environment requiring meeting specific deadlines 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	
<i>Qualifications</i>		
<ul style="list-style-type: none"> • A degree in a cultural heritage or relevant discipline • A diploma or higher in conservation 	<ul style="list-style-type: none"> ✓ ✓ 	

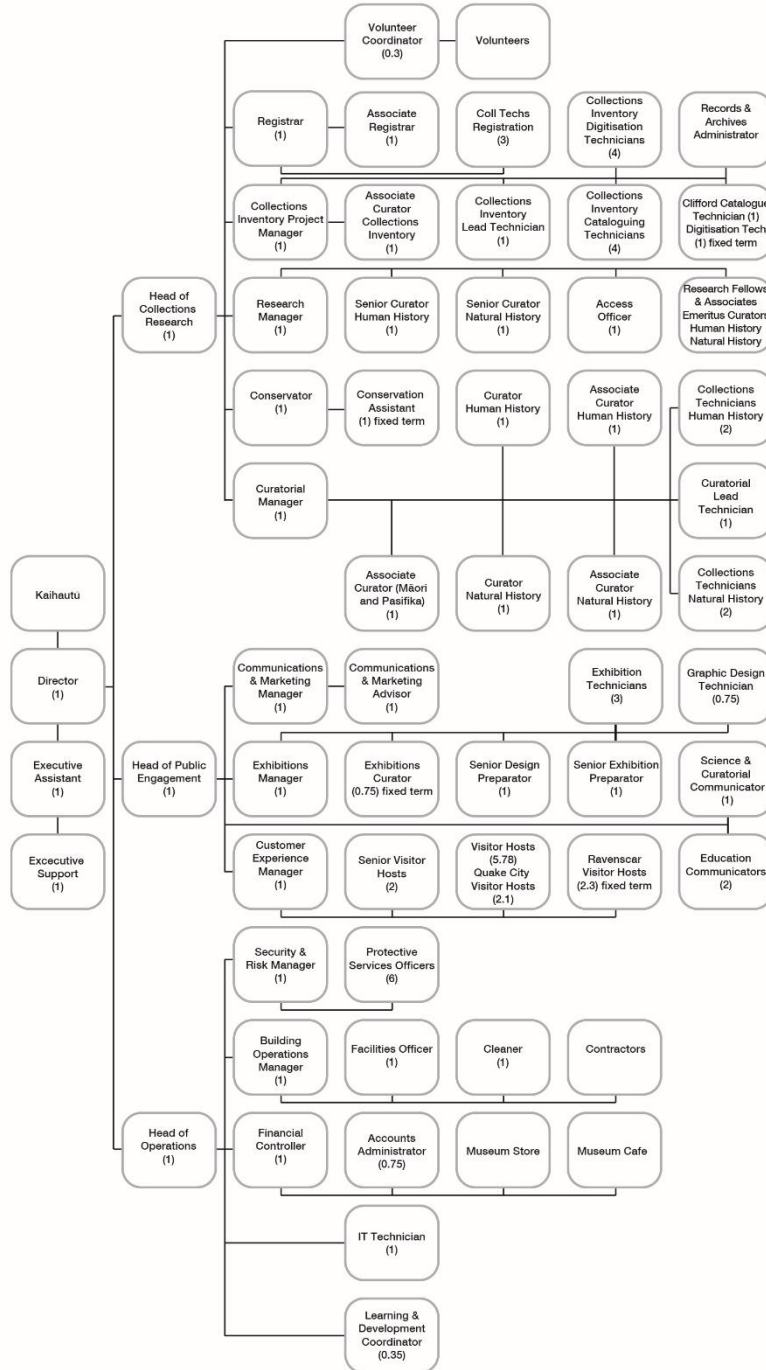
Signatories

Signed _____ Date _____
[Position holder's name]
Assistant Conservator

Signed _____ Date _____
Sarah Murray
Head of Collections and Research

Signed _____ Date _____
Anthony Wright
Tumuaki | Director

organisational chart



15 November 2022