

## Collections Technician Human History

Canterbury Museum seeks an enthusiastic and hardworking person with a high level of attention to detail. You will work with our world class human history collections, including adding to and keeping the Vernon database up to date, providing safe and organised storage for collection items, and facilitating staff and research access to collections. People with knowledge of matauranga Māori and/or taonga Māori are especially encouraged to apply.

As a major redevelopment of Canterbury Museum is underway, the role will also involve support of wider Museum operations.

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 the requested information will not be considered.

**To find out more about this position and how to apply please visit the Working at the Museum page in the About Us section of our website [www.canterburymuseum.com](http://www.canterburymuseum.com).**

**Applications close at 5.00 pm on Sunday 2 February 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:

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

Applications will close at 5.00 pm on 2 February 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), and \$70,031 per annum (100% of Band C).

## Whakaahuatanga tūnga | Position Description Collections Technician Human History

Role Title: Collections Technician Human History  
Date: January 2025  
Team: Curatorial Team in the Collections and Research Group  
Reports to: Curatorial Manager  
Direct Reports: None

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. The Canterbury Museum Popup 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 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. Assist with the implementation of organised and safe storage for the collections
2. Carry out procedures for full documentation of collection items, including entering information into the database
3. Collaboratively work with other staff to facilitate access to the collections to support the Museum's education research, and public programmes
4. Use Maturanga Māori or experience with taonga Māori to collaboratively work with other staff on kaupapa, particularly to facilitate hui and access to taonga Māori following appropriate tikanga.

The Museum has a pool of Collections Technicians across Human History, Natural History and Registration, and the positions are named to encourage specialisation within the three broad disciplines to assist career development. However, with 2.1 million items to care for, there will be collections management projects which cross the boundaries and entail collaborative work with other Collections Technicians.

### 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	Researchers, Museum visitors, friends and community
Head of Collections and Research	
Curatorial Manager	

Lead Curatorial Technician	
Curatorial Team	
Registrar and Team	
Collections Inventory Project Manager and 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 managed by	<ul style="list-style-type: none"> <li>Processing collection items and associated information including entering records into the Vernon database system</li> <li>Shifting collections to storage and ensuring safe and appropriate housing</li> <li>Assisting with the location and retrieval of collection items or associated information</li> <li>Implementing preventative conservation procedures for collections in storage and on display</li> <li>Assisting with maintaining and reviewing the Environmental Monitoring and Integrated Pest Management programmes for collection stores and exhibition areas</li> <li>Accompanying and assisting visiting researchers, staff and volunteers in storage areas and ensuring safe handling methods are practised</li> <li>Employing best practice through knowledge of Mātauranga Māori and taonga Māori</li> </ul>
Public Programmes & Research facilitated by	<ul style="list-style-type: none"> <li>Providing access to collection items and associated documentation for researchers, volunteers, other Museum staff as requested by management</li> <li>Providing access to collection items and associated documentation for exhibition planning purposes</li> <li>Set up, accompanying and assisting of whānau visits and hui</li> </ul>
Contribution to Group operations by	<ul style="list-style-type: none"> <li>Assisting in maintenance of clean and tidy work areas and collection stores</li> <li>Assisting in recording, documenting and archiving of collections management transactions</li> <li>Assisting in maintenance of equipment, tools and other assets</li> <li>Assisting in purchasing supplies and maintaining associated records</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> </ul>

	<ul style="list-style-type: none"> <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>
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> <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> </ul>

	<ul style="list-style-type: none"> <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>

### Tauwhāititanga Tangata | Person Specification

<i>Knowledge and skills</i>	<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>Knowledge of museum collection management practices</li> <li>Knowledge of basic museum curatorial principles</li> <li>Interest in or specialist knowledge of Human History, particularly Aotearoa New Zealand, Māori, Pacific or Indigenous Human Histories</li> <li>Good understanding of the public role of the Museum and that all work is ultimately focussed on benefitting our communities</li> <li>Commitment to New Zealand's cultural heritage and Māori tikanga including own knowledge within Mātauranga Māori and/or taonga Māori</li> <li>Excellent written and verbal communication skills</li> <li>Good understanding of and commitment to health &amp; safety and environmental impacts</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<i>Experience</i>		
<ul style="list-style-type: none"> <li>Experience working in a museum or closely aligned sector.</li> <li>Experience using computers and databases essential</li> <li>Some experience working with museum collections (human history in particular) will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</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>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> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<i>Qualifications</i>		
<ul style="list-style-type: none"> <li>A relevant tertiary or professional qualification relevant to the care of museum collections or equivalent experience.</li> <li>Qualifications in museum studies are an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</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>	✓	