

Museum Collections Inventory Digitisation Technician (permanent, full-time)

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 are seeking a Digitisation Technician to work on a major project inventorying the Museum collection of 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 Digitisation Technician will focus on the capture of data and images to add to basic electronic records for the human and natural history collections.

You will ideally have experience in photography; experience working in a museum or similar organisation is an advantage. Attention to detail and accuracy is essential. With more than 1.7 million objects left to digitise, you must be able to manage repetitive tasks.

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.

Applications must be in the specified format with all the requested information to be accepted.

Applications close at 5.00 pm on Wednesday, 25 February 2026.



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 Matua | Director**, and emailed to:

cidtapplication@canterburymuseum.com

Applications will close at 5.00 pm on Wednesday, 25 February 2026.

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 \$61,231 per annum (90% of Band B), and \$64,988 per annum (100% of Band B).

Whakaahuatanga tūnga | Position Description
Ringa Whakamatihiko |
Collections Inventory Digitisation Technician



Role Title:	Ringa Whakamatihiko Collections Inventory Digitisation Technician
Date:	3 February 2026
Team:	Collections Inventory in the Collections and Research Group
Reports to:	Kaiwhakahaere Kaupapa Collections Inventory Project Manager
Direct Reports:	None
Band:	Band B (Recruitment is between 90–100% 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 located on Rolleston Avenue since 1870. The Museum closed to the public in early 2023 and is currently undergoing a four-year major redevelopment. A temporary pop-up Museum – Canterbury Museum at CoCA – 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 over eight 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. On reopening in 2028, the Museum anticipates welcoming 1.2 million visitors a year and will represent a milestone in Canterbury’s earthquake recovery.

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

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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Ringa Whakamatihiko | Collections Inventory Digitisation Technician



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 capture of images and data for the objects encountered during the collections inventory project.
2. Contribute to development of the New Visitor Experience as requested as opportunities arise.

Ngā Pātahitanga Matua | Key Relationships

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

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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 personally responsible for:</i>
Collections Inventory digitisation	<ul style="list-style-type: none"> • Photographing or scanning each object as appropriate. • Allocating and attaching numbers to unnumbered objects. • Entering object data onto a spreadsheet. • Entering an accurate description of the object. • Linking object images to their records in the Vernon Collections Management System. • Naming and filing the image according to data standards. • Verification of data against objects. • Providing basic packaging for the objects and ensure unique number is on the box. • Recording the location of the object. • Ensuring the accuracy of all data captured. • Working on other special collections projects as required. • Providing by-products of Inventory mahi to support NVE initiatives.
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 and negotiator 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. • Working to ensure the Museum is a responsible tourism destination. • Proactively seeking continuous improvement to further enhance the visitor experience.

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	<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.

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Tauwhāititanga Tangata | Person Specification

<i>Knowledge and skills</i>	<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> Experienced in operation of digital cameras and photography equipment Basic use of Adobe Photoshop, Adobe Lightroom or other image processing software Using Microsoft Excel Excellent written and verbal communication skills Knowledge of museum collection management practices A high level of computer keyboard skills and familiarity with information technology Ability to perform repetitive tasks A high level of attention to detail and accuracy Good time management skills Commitment to New Zealand's cultural heritage and Māori tikanga Good understanding of health and safety Good level of physical fitness and manual dexterity 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓
<i>Experience</i>		
<ul style="list-style-type: none"> Experience working in a museum, digitisation or similar organisation Experience handling museum objects or similar 		<ul style="list-style-type: none"> ✓ ✓
<i>Behavioural competencies</i>		
<ul style="list-style-type: none"> Good interpersonal skills Demonstrable strong work ethic that consistently delivers results Enthusiastic, motivated, receptive to ideas, polite, and patient Excellent teamwork capacity and ability to work independently 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	
<i>Qualifications</i>		
<ul style="list-style-type: none"> A degree or professional qualification in a discipline related to the Museum's collections, or equivalent experience. Qualifications in museum studies are an advantage. 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓