

Administrative Superstar

We are building a new Museum for Waitaha Canterbury – a world-class facility for the taonga (treasures) we care for and to share stories of our region and its people.

We are seeking a highly capable Executive Assistant to provide professional, proactive support to our Tumuaki Matua | Director (Chief Executive).

You will bring exceptional people skills, sound judgement and the ability to anticipate and respond to the needs of our Tumuaki Matua | Director. This is a varied, fast paced role requiring high level organisational capability, strong prioritisation skills and the confidence to manage complexity with discretion.

Key responsibilities include:

- Providing high level executive and administrative support to the Tumuaki Matua | Director
- Supporting the Museum Trust Board, including meeting coordination, agendas, minutes and follow up actions
- Managing complex schedules, travel, correspondence and competing priorities
- Building and maintaining strong relationships with a broad variety of stakeholders
- Working closely with, and contributing to, the smooth functioning of the Executive Leadership Team.

You will have a proven track record of providing administrative support to senior leaders within complex, fast-moving environments. You are confident, highly organised and known for your discretion, professionalism and sound judgement. Comfortable balancing competing demands, you bring a solutions-focused approach and a team-orientated mindset. You have a genuine respect for tikanga Māori and the importance of the taonga (treasures) we care for.

To find out more about this position and how to apply please visit the Working at the Museum page on our website canterburymuseum.com

To be accepted, applications must be in the specified format and include all the information requested. Please email your application to EAAapplication@canterburymuseum.com by 5.00 pm on Wednesday, 4 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:

EAAapplication@canterburymuseum.com

Applications will close at 5.00 pm on Wednesday, 4 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).

Position Description

Role Title: Kaiāwhina Whakahaere | Executive Assistant to the
 Tumuaki Matua | Director
 Date: December 2025
 Reports to: Tumuaki Matua | Director

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 Rolleston Avenue site closed to the public in early 2023 and is currently undergoing a \$205M redevelopment. A temporary Pop-Pp 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 over 800,000 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.

The main Museum offices and collection stores are temporarily located in Hornby, for the duration of the Rolleston Avenue redevelopment project. This is an exciting time for the team as they develop 4500m² of new exhibitions for installation in the new Museum and continue work on inventory of the 2.3 million plus collection items.

Canterbury Museum also owns and operates the *Quake City* and Ravenscar House Museum venues in central Ōtautahi Christchurch.

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
- Embrace biculturalism, respecting mana whenua of Ngai Tuahuriri
- 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 high level executive, administrative and personal assistance to the Tumuaki Matua | Director, in a confidential, positive and friendly manner.
- proactively assess and resolve issues awaiting the Tumuaki Matua | Director's attention and present draft solutions.
- Provide administrative support within a busy, complex, project-focused directorate.
- provide the required administrative and secretarial support for the Canterbury Museum Trust Board and sub-committees.

Ngā Pātahitanga Matua | Key Relationships

<i>Internal</i>	<i>External</i>
Tumuaki Matua Director	Redevelopment Project lead consultants
Executive Leadership Team	Stakeholders who indirectly receive/benefit from the outputs of the Tumuaki Matua Director
Financial Controller	Key external stakeholders
Canterbury Museum Trust Board and sub committees	
Canterbury Museum Staff	

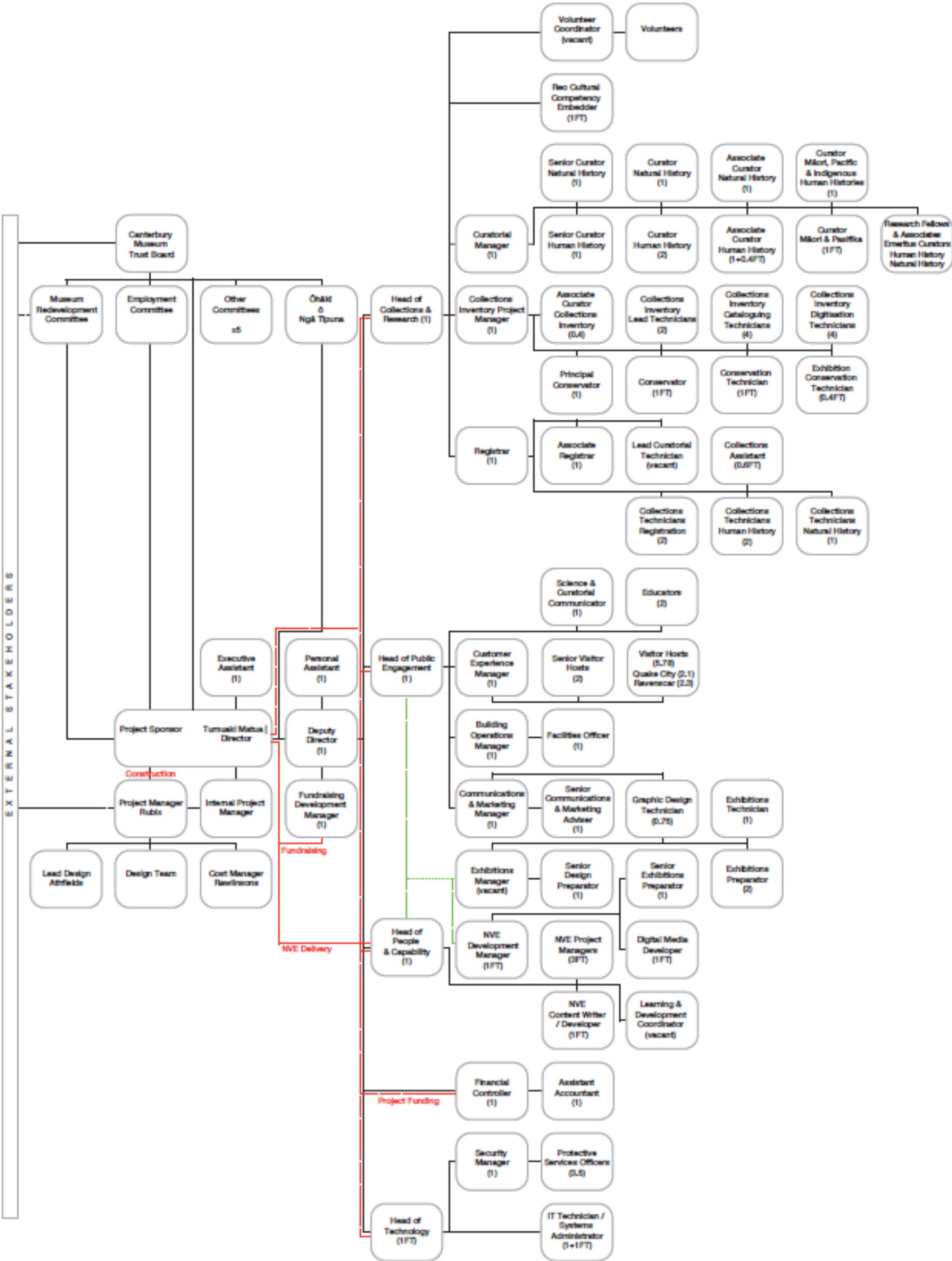
Ngā Wāhi Matua o te Whakatauranga | Key Areas of Accountability

Area of Accountability	Expected Results
Administration and secretarial support	<ul style="list-style-type: none"> managing and maintaining diary schedules, appointment and travel/accommodation arrangements. screening and managing telephone calls. managing information by organising, retrieving and distributing to required audiences. monitoring, screening, responding to and distributing incoming enquiries and requests and handling them where appropriate. bringing attention to daily sign-off requests. receiving and interacting with incoming visitors. working with Executive Leadership Team as appropriate to monitor and advance the effective and successful delivery of routine, critical tasks and projects. using initiative to support the Tumuaki Matua Director by providing drafts of letters, communication materials, presentations etc. researching, preparing and collating information for time critical reports, presentations, briefings, spreadsheets, and correspondence for use by the Tumuaki Matua Director. 'shadowing' the Tumuaki Matua Director at meetings as requested. liaising with all Museum staff. event planning and delivery, including arranging catering as needed.
Providing confidential and secretarial support to Canterbury Museum Trust Board	<ul style="list-style-type: none"> timely delivery of Board papers. co-ordinating and preparing agendas and support documentation for the Board and sub-committees (where relevant). attending meetings, minute taking and actioning items when necessary. drafting of letters, invitations and papers where required. preparing PowerPoint presentations. event coordination as required.
External organisations support:	<ul style="list-style-type: none"> supporting the Tumuaki Matua Director in relation to external professional organisations, in particular Public Art Advisory Group, New Zealand Botanical Society (NZBS), Mason Foundation, Council of Australasian Museum Directors. preparing agendas, circulating paperwork and minute taking. ensuring any action required is undertaken. organising to have the NZBS newsletter printed and attending to distribution each quarter.
Redevelopment Project support	<ul style="list-style-type: none"> supporting the Tumuaki Matua Director in bringing attention to the daily requests and sign-offs and arranging meetings as requested with the project team. Preparing agendas, circulating paperwork and minute taking for the Redevelopment PCG as needed. Preparing briefings and PowerPoint presentations.

<i>Area of Accountability</i>	<i>Expected Results</i>
Filing and records systems:	<ul style="list-style-type: none"> • ensuring electronic and paper archiving and filing is regularly completed to a high standard. • maintaining up to date filing list. • retrieval of documents and reference materials as requested.
Support to Human Resources:	<ul style="list-style-type: none"> • arranging advertising, information packs, questions, candidate assessment forms and interviews for all advertised positions. • preparing Individual Employment Agreements and letters of appointment and/or variation for staff and volunteers. • ensuring all electronic and manual employee files are accurately maintained. • facilitating the annual remuneration review letters. • recommending improvements to existing procedures to provide a more efficient and effective process for candidates, staff and management. • confidential support to the Tumuaki Matua Director on employment matters.
Promotion of Museum as a Centre of 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 public relations by clearly communicating Museum values and objectives. • 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 remaining aware of all health and safety matters at all times. • ensuring use of sustainable practices wherever possible and continuously looking for ways for improvement.
Other Duties	Undertake other duties as reasonably requested by the Tumuaki Matua Director from time to time. Perform such duties in a timely, accurate manner and in accordance with organisational policies and procedures.

Knowledge	<ul style="list-style-type: none"> • experience providing executive support at a high level. • proficient computer skills and in-depth knowledge of MS Office, Word, Excel and PowerPoint. • knowledge of standard office administrative practices and procedures. • sound knowledge of English grammar, punctuation and spelling. • a reasonable knowledge of tikanga Māori and a willingness to learn more.
Skills	<ul style="list-style-type: none"> • organisation and planning skills. • ability to prioritise workload. • ability to research issues and draft outcomes. • highly developed written and oral communications. • information gathering and monitoring skills. • problem analysis and problem-solving skills. • initiative and ability to self-manage and work under pressure. • confidentiality. • keen eye for detail and accuracy. • adaptability. • ability to anticipate Tumuaki Matua Director's needs.
Behaviour	<ul style="list-style-type: none"> • trustworthy and reliable with an ability to maintain absolute confidentiality. • ability to relate to many different people and form appropriate working relationships. • tactful, efficient and courteous manner in dealing with staff, visitors and public – face to face and over telephone. • broad-minded, flexible approach with a sense of humour and fun.
Qualifications & experience	<ul style="list-style-type: none"> • experience in liaising with senior management and key stakeholders. • experience in use of variety of office systems. • experience in dealing with people at all levels. • a bachelor's degree in an area of business administration or a field relevant to the Museum is desirable, or equivalent work experience.

organisational chart



December 2025