

Exhibition Designer & Fabricator (Five year 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 exhibition specialist to join us on our journey of redevelopment.

You will be directly involved with the design, build and installation of new exhibitions for the redeveloped Museum. We are looking for someone with proven experience in exhibition design and fabrication, along with demonstrated success working effectively within a project team. You will have an innovative outlook, attention to detail and the ability to meet deadlines.

You will ideally have a tertiary qualification in design, combined with sound practical fabrication skills.

This is a five year fixed term role.

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

To be accepted, applications must be in the specified format and include all the information requested. Please email your application to EPapplication@canterburymuseum.com by 5.00 pm on Sunday 19 July 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 | Director**, and emailed to:

EPapplication@canterburymuseum.com

Applications will close at 5.00 pm on Sunday 19 July 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).

Role Title:	Exhibition Preparator
Date:	June 2026
Group:	New Visitor Experience
Reports to:	NVE Development Manager
Direct Reports:	Nil
Band:	D
Hours:	Fixed term for a period of five years. 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 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 *Ravenstar 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. Contribute effectively to the design, development, delivery, installation and maintenance of the new visitor experience exhibitions for the new Museum building.
2. Participate as a member of the New Visitor Experience team, ensuring high levels of communication and outstanding internal and external customer service.

Ngā Pātahitanga Matua | Key Relationships

<i>Internal</i>	<i>External</i>
Head of People & Project Delivery	Contractors to NVE
NVE Development Manager	Key Project Stakeholders
Project Managers and Project Staff	
Exhibition Staff	
Museum Team (all staff)	

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

Areas of Accountability	Deliverables/Expected Results/Outcomes <i>Being responsible for:</i>
Exhibitions Projects	<ul style="list-style-type: none"> • Planning, preparation, design, building, installation and maintenance of existing exhibition spaces and for the new Museum. • Review architectural plans to determine exhibition space parameters and prepare preliminary layout designs. • Develop designs from concept to installation. • Production of drawings and specifications. • Co-ordinate requirements and source items required for exhibitions (eg cases, lighting, set-dressing, mounts). • Involvement with mount making, development of interactives, installation, specialist finishing, construction. • Maintain accurate and timely documentation as required. • Loading/unloading, packing/unpacking and handling of exhibition materials and objects as required. • Condition evaluation and reporting. • Assisting in ensuring a high standard of presentation of public spaces on and after opening of the new Museum building.
Customer and Stakeholders Relationship Management	<ul style="list-style-type: none"> • Build and maintain effective relationships with staff to communicate and collaborate for mutual benefit, particularly to realise NVE objectives and delivery. • Listen well and respond effectively. Present written and oral information concisely, ensuring people are well informed.
Personal and professional development	<ul style="list-style-type: none"> • Keep up to date with professional information and literature. • Participate in all relevant training and development opportunities. • Identify personal development training opportunities and, in agreement with your manager, attend relevant training.
Museum excellence	<ul style="list-style-type: none"> • Adhere to Museum policies and procedures, guidelines and house rules. • Adhere to professional standards, practices and codes of ethics. • Promote excellent customer service by living the Museum's values and objectives. • Work to ensure the Museum is a responsible tourism destination. • Proactively seek continuous improvement to further enhance the visitor experience. • Promote and maintain excellent internal working relations.

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

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.	✓	
Proven experience in construction and creative fabrication of 3D and computer aided design displays.	✓	
Proven creative manual skills such as woodwork, metalwork, construction, painting, art installation.		✓
Excellent visualisation and drawing skills. The ability to convey information through drawings and text.	✓	
Proven ability to interpret plans and working 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.		✓
Excellent attention to detail, problem-solving and analytical skills.	✓	
Results driven and hands-on.	✓	
Initiative, vision, drive and an openness to ongoing learning.	✓	
Physical fitness and dexterity; working at heights and heavy lifting required.	✓	
Embraces vision and ideas whilst retaining an understanding of working within available resources.	✓	
Embraces cultural and thought diversity. Committed and ethical.	✓	
A tertiary qualification in a design, art or technical discipline combined with valid work experience in a relevant field, or equivalent experience.	✓	

organisational chart

