



Position Details

Position Title	Museum Curator
Responsible To	Library & Museum Manager
Responsible For	Museum Technical Assistant; and Museum Assistant
Employment Type	Permanent Full-time
Hours of work	40 hours per week, Monday to Friday
Location	Kawerau

Position Purpose

To take responsibility for the administration and operation of the Sir James Fletcher Kawerau Museum.

Council's Vision

To create a resilient and sustainable Kawerau District that can meet the needs of the future.

Internal and External Relationships

Internal Relationships

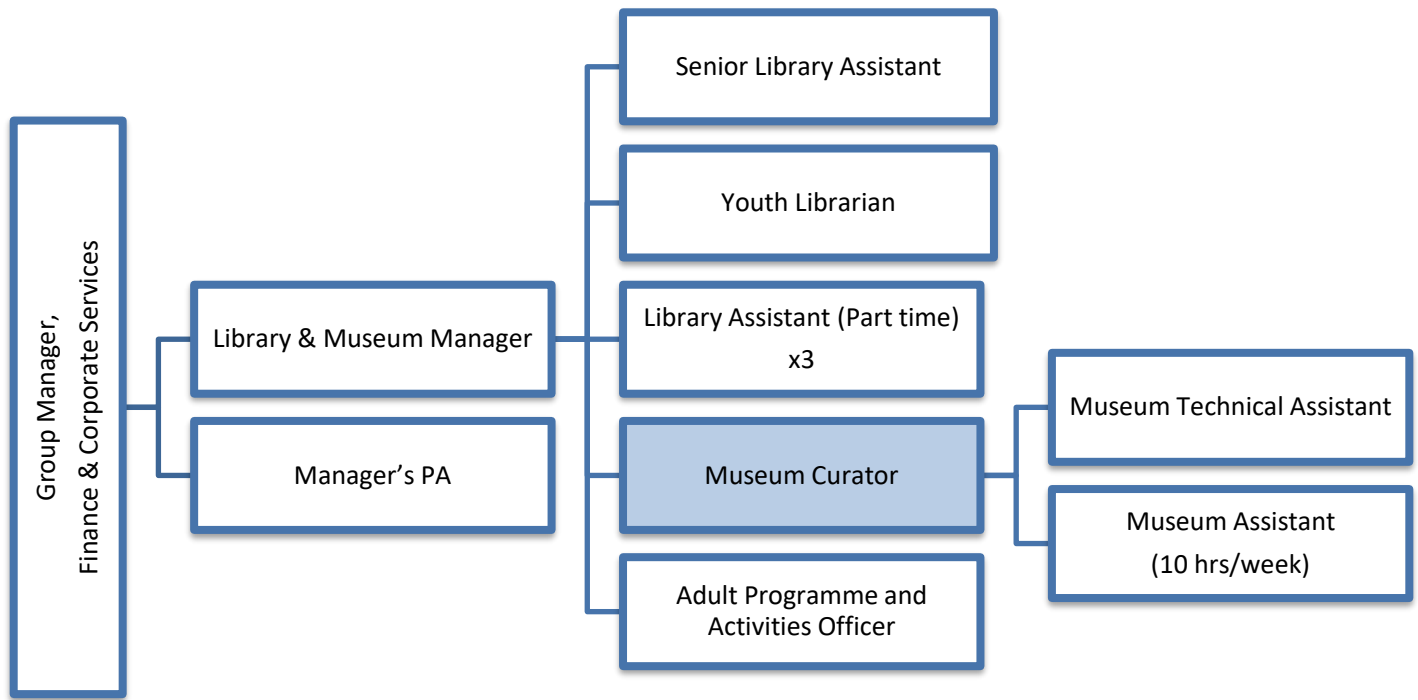
- Library & Museum Manager
- Museum Staff
- Library Staff
- Leadership Team
- Council Staff
- Elected Members

External Relationships

- Customers
- Volunteers
- Community Groups
- Museum Professionals
- Museums Aotearoa
- Museum of New Zealand Te Papa
- Other Local Authorities

Kawerau District Council operates a Drug and Alcohol Policy, which includes random, post-accident/incident and reasonable grounds testing.

Organisation Structure



Key Responsibilities:

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
MANAGEMENT OF STAFF AND VOLUNTEERS	
<ul style="list-style-type: none"> • Staff know and perform duties. • Staff are aware of their safety responsibilities. • PPD reviews are undertaken on time and in accordance with procedures. • Staff are employed with contracts and any discipline is undertaken in accordance with procedures. • Volunteer policies and processes are followed. 	<ul style="list-style-type: none"> • Tasks that are the responsibility of staff are completed in a timely way and to a high standard. • Safety is understood by staff to be important, and incidents are dealt with effectively and efficiently. • Disciplinary matters are minimal as staff are high performing. • Working relationships are professional and the workplace culture is positive.
MUSEUM SERVICES	
Develop and administer Museum policies and processes.	<ul style="list-style-type: none"> • Museum policies and processes are in place and available when required. • The Museum's digital systems are developed and administered. • Professional standards, practices and codes of ethics are adhered to.

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
COLLECTION MANAGEMENT	
Develop and maintain the Museum's collections.	<ul style="list-style-type: none"> • Process, organise, and catalogue material into the Museum's collections and databases. • Ensure material is cared for in accordance with Museum and best practice standards. • Manage Vernon records, acquisition and deaccessioning/disposal processes to ensure records are accurate.
EXHIBITIONS	
Exhibit and display the Museum's collections.	<ul style="list-style-type: none"> • Deliver a minimum number of exhibitions per annum in accordance with Council goals. • Prepare, organise and display material relating to community's topics of interest. • Give talks on and prepare written material relevant to exhibitions and collections.
RESEARCH AND EDUCATION	
Answer research enquiries and assist customers.	<ul style="list-style-type: none"> • Carry out research on local material and prepare material on high-demand topics in accordance with Council goals. • Answer public inquiries and assist customers with collections and services.
COMMUNITY LIAISON	
Liaise with the local community, Museum sector and key stakeholders.	<ul style="list-style-type: none"> • Successful working relationships are developed with local community, Museum sector and key stakeholders. • Attend relevant meetings as Museum representative when required.
PROJECTS/SUPPORT	
<ul style="list-style-type: none"> • To support Library & Museum Manager, and other Council staff. • To assist with and/or manage one-off projects. • To carry out any other relevant duties as required. 	<ul style="list-style-type: none"> • The Library and Museum Manager's role is supported by actions of the Museum Curator. • Projects are completed as agreed. • Council staff are responded to in a timely manner. • Other duties readily accepted and carried out without complaint.
HEALTH & SAFETY	
<ul style="list-style-type: none"> • Takes all practicable steps to ensure personal safety and not cause harm to any other person by personal actions. • Demonstrates a personal commitment to Health and Safety in accordance with Council's Health and Safety Policy. • Actively contributes to a healthy culture of manaakitanga (respect, generosity, and care). 	<ul style="list-style-type: none"> • Hazards are identified and control measures followed. • Work-related accidents, incidents and illnesses are reported. • Emergency procedures are followed. • Safe work practices are demonstrated.

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
GENERAL	
<ul style="list-style-type: none"> • Participate in the organisation’s Personal Performance and Development Programme (PPD). • Participate in the organisation’s business improvement programme. • Participate in Council’s Civil Defence response teams. • Carry out any other relevant duties as reasonably required. 	<ul style="list-style-type: none"> • Unbiased and empowering PPDs completed with supervisor and reporting staff. • Consistent attendance at and participation in Team meetings. • Participation in emergency drills and incidents as required. • Participate in Civil Defence training and events. • Willingly accept tasks assigned and meet agreed deadlines.

Person Specifications:

Technical / Professional Qualifications / Experience

- A tertiary qualification in a relevant field with ideally a Master’s degree or other post graduate professional qualification.
- At least two years’ experience in a similar role at a Museum, Art Gallery or equivalent environment.
- A professional knowledge of collections management and the principles of object and materials conservation.
- Demonstrated success in exhibiting and promoting museum collections to a wide range of audiences.
- Current drivers’ license.

Knowledge / Skills / Attributes

- Well developed communication and interpersonal skills with a client-focused approach to service delivery.
- Familiarity with Vernon CMS, Microsoft applications and “Internet confident”.
- Demonstrated expertise in research skills.
- Ability to build relationships within the community and work collaboratively.
- Accurate and methodical, with an eye for detail.
- A passion for local community history.
- Highly self-motivated and with a ‘can do’ attitude.
- A high degree of maturity and integrity.
- Commitment to providing quality customer service.
- Works effectively in small teams and on their own.
- Well organised with the ability to manage time effectively.