



## **Museum Curator (Permanent, Full-time position)**

Do you have a passion for community history and experience in the delivery of Museum services and collections? Become a part of our mission to collect and preserve our stories, to establish important connections to the present and build a rich and lasting legacy for future generations.

The Kawerau District Council is seeking an enthusiastic and experienced Museum Professional to guide the team at the Sir James Fletcher Kawerau Museum. This is a full-time (40 hours per week) position responsible for the administration and operation of the Sir James Fletcher Kawerau Museum.

Core responsibilities include collection management, exhibitions, and working with staff, volunteers, and the local community to conserve, research, organize, and display historical material relating to the community of Kawerau.

Our Museum offers a wide variety of work experiences and the successful applicant will be supported with on the job training opportunities. The Council has recently invested in a new collection store and workroom which includes an up-to-date digitisation suite.

Ideally applicants will have:

- Excellent customer service and communication skills
- At least two years' experience in delivering Museum services and collections
- A tertiary qualification in a relevant field with ideally a Master's degree or other post graduate professional qualification
- 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
- Familiarity with Vernon CMS, Microsoft applications and be internet confident
- A 'can do' attitude and be highly self-motivated
- Good research skills, and be accurate and methodical
- The ability to manage time effectively, and be well organised
- The ability to work effectively in small teams and on their own

Council has an active Drug and Alcohol Policy. Candidates will be required to undertake pre-employment medical, and drug & alcohol testing. Council is also committed to the protection and wellbeing of children in the community. Part of this role involves working with children so, as part of our assessment of candidates we conduct Police Vetting as required by the Vulnerable Children's Act 2014.

Centrally located in the heart of the Bay of Plenty, Kawerau is renowned for its great sense of community, wonderful climate and strong Maori heritage, and is one of New Zealand's youngest towns. Founded in 1953, the township has been well-planned, with plenty of parks and reserves and wide, tree-lined streets. Kawerau is within easy reach of lakes, beaches, forests, major cities and thermal areas and, with the Tarawera River on its doorstep, is a popular outdoor and adventure playground.

The Position Description and Application Forms are available from our website:

[www.kaweraudc.govt.nz](http://www.kaweraudc.govt.nz) (vacancies)

Email your Cover Letter, CV and an Application Form to: [vacancy@kaweraudc.govt.nz](mailto:vacancy@kaweraudc.govt.nz)

Applications close 5pm on Friday 26 April 2024.



M Godfery  
Chief Executive Officer