

Collections Technician Registration

Canterbury Museum seeks a highly motivated individual with meticulous attention to detail. You will undertake extensive databasing work and ensure high quality accurate records are maintained for the Museum's collection. In addition, you will assist with providing safe and organised storage for collection items and facilitating access to collections and collection records.

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

Applications close at 5.00 pm on Sunday 13 November 2016



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 indicate when you are free to take up duties. 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, Director**, and emailed to:

CTRApplication@canterburymuseum.com

Applications will close at 5.00 pm on Sunday 13 November 2016. Applications must be in the specified format.

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 \$37,805 per annum (80% of Band C), and \$47,257 per annum (100% of Band C).

JOB VALUE STATEMENT

Date:	November 2016
Job Title:	Collections Technician Registration
Responsible to:	Registrar
Key Stakeholders:	Museum visitors Museum staff and management Researchers Present and future citizens of Canterbury
Key Relationships:	Registrar Collections Group staff Curatorial Group staff Museum Best Practice Manager Director (employer)

1. Job Context

The **Canterbury Museum** exists to add value to the present and future citizens of Canterbury and the many visitors to Christchurch, by welcoming our visitors to explore the diversity of the natural world and our cultural heritage and to make this a fun experience. This will be achieved through:

- creating an interactive experiential journey for our visitors through which we tell the stories of Canterbury Waitaha and New Zealand Aotearoa and provide a view on the rest of the world
- reaching out to children of all ages and providing learning experiences in an informative and enjoyable setting
- building and properly caring for the collection of priceless treasures we hold in trust for the community
- high quality relevant research on our collections and the dissemination of the results to the widest possible audience
- working with a range of partnerships which integrate us into the wider community. In particular we are committed to working with iwi in the spirit of the Treaty of Waitangi, embodying concepts such as mauri, kawa, mana and wairua
- providing our visitors with friendly high quality service and ensuring equitable access to all
- upholding and adhering to the highest professional standards of best practice
- providing maximum community benefits from the resources made available to us
- providing staff with the learning and development opportunities required to enable them to carry out their work.

The **Collections Technician Registration** reports to the Registrar (see attached Organisation Chart).

2. Job Purpose

The position of **Collections Technician Registration** exists to:

- carry out procedures for full documentation of collection items, including entering information into the database

- assist with the implementation of organised and safe storage for the collections
- collaboratively work with other staff to facilitate access to the collections to support the Museum's education, research, loans programme and public programmes.

The Museum has a pool of Collections Technicians across Registration, Human History and Natural History, and the positions are named to encourage specialisation within the three broad disciplines to assist career development. However, with 2.1 million items to care for, there will be collections management projects which cross the boundaries and entail collaborative work with other Collections Technicians.

3. Key Output Areas

The duties and responsibilities outlined describe the core tasks, you may be required to undertake other duties.

1. Collections managed by:

- processing collection items and associated information, including entering records into the Vernon database system and verifying the accuracy of these records (principal task: c80% of effort)
- shifting collections to stores and ensuring safe and appropriate housing
- assisting with location and retrieval of collection items or associated information
- implementing preventative conservation procedures for collections in storage and on display
- assisting with maintaining and reviewing the Environmental Monitoring and Integrated Pest Management Programmes for collections stores and exhibition areas
- accompanying and assisting visiting researchers, staff and volunteers in storage areas and ensuring safe handling methods are practised.

2. Public Programmes and Research facilitated by:

- providing access to collection items and associated documentation for researchers, volunteers, other Museum staff as requested by management
- providing access to collection items and associated documentation for exhibition planning purposes.

3. Professional Development by:

- keeping up to date with professional literature
- participating in relevant training and development opportunities

4. Promotion of Museum as a Centre of Excellence by:

- 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
- accepting additional responsibilities when requested
- 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.

5. Contribution to Group operations by:

- assisting in maintenance of clean and tidy work areas and collection stores
- assisting in recording, documenting and archiving of collections management transactions

- assisting in maintenance of equipment, tools and other assets
- assisting in purchasing supplies and maintaining associated records.

4. Profile of an Ideal Collections Technician Registration

The following job competencies, qualifications and experience represent an ideal applicant. It is recognised that not all candidates will meet all criteria.

(a) Job Competencies

Knowledge

- knowledge of museum collection management practices, with a specialist knowledge of collections documentation
- knowledge of basic museum curatorial principles and practice
- interest in or specialist knowledge of museum registration systems
- cultural awareness, particularly a good understanding of biculturalism and the Treaty of Waitangi
- good understanding of the public role of the Museum and that all work is ultimately focussed on benefitting our communities.

Skills

- accurate keyboard skills and familiarity with information technology
- good time management skills
- excellent attention to detail
- a high level of manual dexterity
- a high level of written and verbal communication skills
- flexibility and ability to multi-task
- good understanding of health and safety principles.

Behaviour

- good interpersonal skills
- a level of ability to work both independently and as part of a cohesive team
- enthusiastic, receptive to ideas and change
- ability to respect and work effectively with management
- ability to identify what's best for the Museum as a whole, and act accordingly.

(b) Qualifications

The position will require:

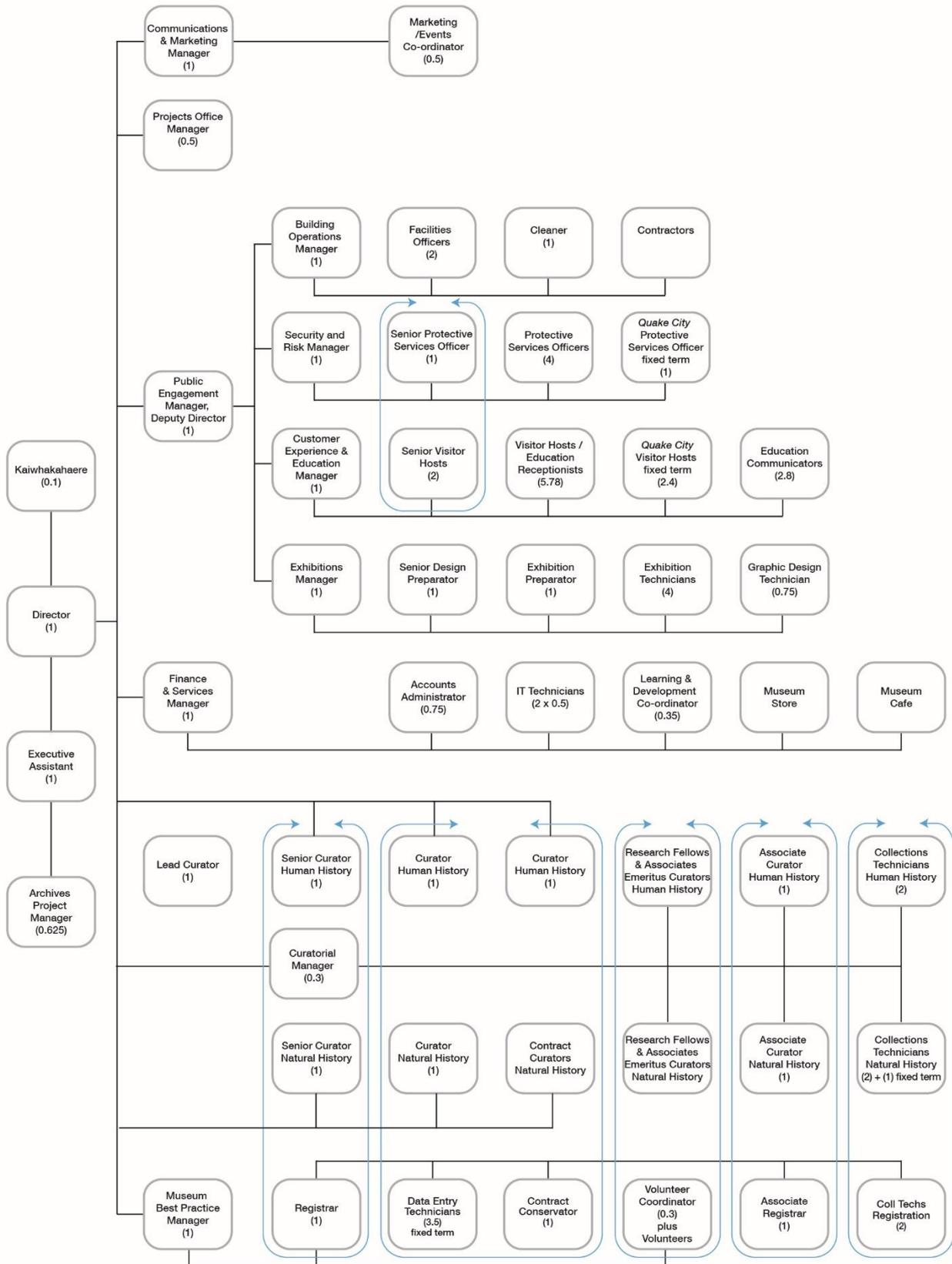
- a degree in a subject relevant to the care of museum collections or the equivalent in experience and training
- additional formal qualifications in museum studies would be an advantage.

(c) Experience

The position will require:

- experience using computers and databases essential
- experience with Vernon collections management system
- some experience working with museum collections will be an advantage
- basic photographic skills an advantage.

organisational chart



28 April 2016