

## Curator Human History

Do you have a passion for history? Are you interested in working with objects? Do you want to share knowledge and information about the past? We have a once in a lifetime opportunity to join the amazing curatorial team at the much loved Canterbury Museum.

You'll bring your experience in collections management to care for the documentation and storage of our human history collections and you'll share your passion for these items through a wide range of high quality public programmes. You will also continue your first class research to share new knowledge and information with our community and peers across New Zealand and the world.

**To find out more about this exciting position and how to apply, please visit the careers page on our website [www.canterburymuseum.com](http://www.canterburymuseum.com)**

**Applications close at 5.00 pm on Wednesday 15 March 2017**



### 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, Director**, and emailed to:

[CHHApplication@canterburymuseum.com](mailto:CHHApplication@canterburymuseum.com)

Applications will close at 5.00 pm on Wednesday 15 March 2017. 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).

This position is full time (40 hours per week).

### 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 \$59,601 per annum (80% of Band E), and \$74,501 per annum (100% of Band E).

<b>JOB VALUE STATEMENT</b>
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<b>Date:</b>	February 2017
<b>Job Title:</b>	Curator Human History
<b>Responsible to:</b>	Curatorial Manager
<b>Responsible for:</b>	N/A
<b>Key Stakeholders:</b>	Museum visitors Museum staff and management Researchers/Public enquiries
<b>Key Relationships:</b>	Curatorial Manager Senior Curators Curators Associate Curators Collection Technicians Registrar Collections Group staff Director (employer)

<b>1. Job Context</b>
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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 **Curator Human History** reports to the Curatorial Manager (see attached Organisation Chart).

<b>2. Job Purpose</b>
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The position of **Curator Human History** exists to:

- achieve significant year on year improvements to the documentation, storage and accessibility of all human history collections (0.5 time focus)
- contribute to the Museum's public programmes including temporary and permanent exhibitions (0.25 time)
- develop and deliver a nationally (and internationally) recognised research programme that is results driven (0.25 time)
- plan, develop and continuously strengthen a range of communities of interest across all these areas of endeavour that demonstrably deliver added value to the Museum.

### 3. Key Output Areas

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

<p><b>1. Achieve significant year on year improvements to the documentation and storage of all human history collections by:</b></p> <ul style="list-style-type: none"> <li>• being personally responsible for the general care of all human history collections</li> <li>• being personally responsible for delivering a defined annual programme of acquisitions, targeted upgrades to documentation and storage and other collections management improvements</li> </ul>
<p><b>2. Facilitate access to collections, collections information and specialist knowledge by:</b></p> <ul style="list-style-type: none"> <li>• contributing to the public programming of the Museum</li> <li>• answering public and staff enquiries, including keeping a log of all enquiries</li> <li>• encouraging research on the Museum's collections by others</li> </ul>
<p><b>3. Develop and deliver a results driven research programme by:</b></p> <ul style="list-style-type: none"> <li>• developing a longer-term research strategy and an annual research plan</li> <li>• delivering the annual nationally (and internationally) recognised research programme</li> <li>• ensuring wide dissemination of research results by scholarly and popular publications, lectures, talks, workshops, public programmes, conference presentations etc</li> <li>• using the results to contribute to temporary and permanent exhibitions</li> </ul>
<p><b>4. Develop continually expanding communities of interest across the areas of:</b></p> <ul style="list-style-type: none"> <li>• collections development including acquisitions</li> <li>• public programmes and outreach</li> <li>• research delivery and dissemination</li> <li>• potential sponsors and funders</li> </ul>
<p><b>5. Professional development undertaken by:</b></p> <ul style="list-style-type: none"> <li>• keeping up to date with professional information, literature</li> <li>• attending and contributing to relevant professional conferences, workshops and seminars</li> <li>• participating in relevant corporate and personal development training opportunities</li> </ul>
<p><b>6. Maintain Records and Archiving by:</b></p> <ul style="list-style-type: none"> <li>• creating records both paper and electronic, as appropriate to your role</li> <li>• taking ownership of and responsibility for the management of your own and your groups' Records and Archives following best practice records management procedures</li> </ul>
<p><b>7. Promotion of Museum as a Centre of Excellence by:</b></p> <ul style="list-style-type: none"> <li>• adhering to Museum policies and procedures, guidelines and house rules</li> <li>• adhering to professional standards, practices and codes of ethics</li> <li>• promoting excellent public relations by clearly communicating Museum values and objectives</li> <li>• working to ensure the Museum is a responsible tourism destination</li> </ul>

- 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.

#### 4. Profile of an Ideal Curator Human History

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

- expert knowledge of one or more of the Museum's human history collecting areas (Antarctic History, anthropology, archaeology, Canterbury Social History, decorative arts, pictorial, manuscripts and archives)
- general knowledge of breadth of human history disciplines
- knowledge of museum curatorial and collections management practice
- cultural awareness, and particularly a good understanding of biculturalism and the principles of the Treaty of Waitangi

###### Skills

- excellent interpersonal skills
- excellent teamwork capacity
- excellent written and verbal communication skills
- excellent attention to detail and workload skills
- excellent research, problem-solving and analytical skills

###### Behaviour

- a demonstrable strong work ethic that consistently delivers results
- enthusiastic, motivated, receptive to ideas, polite, patient
- active modelling of and coaching of group members in good engagement with colleagues
- able to initiate and maintain appropriate external relationships linking the Museum with the community it serves

##### (b) Qualifications

The position will require:

- a postgraduate, preferably doctoral, degree in a discipline relevant to the Museum's collections
- additional qualifications in museum studies or curatorship an advantage

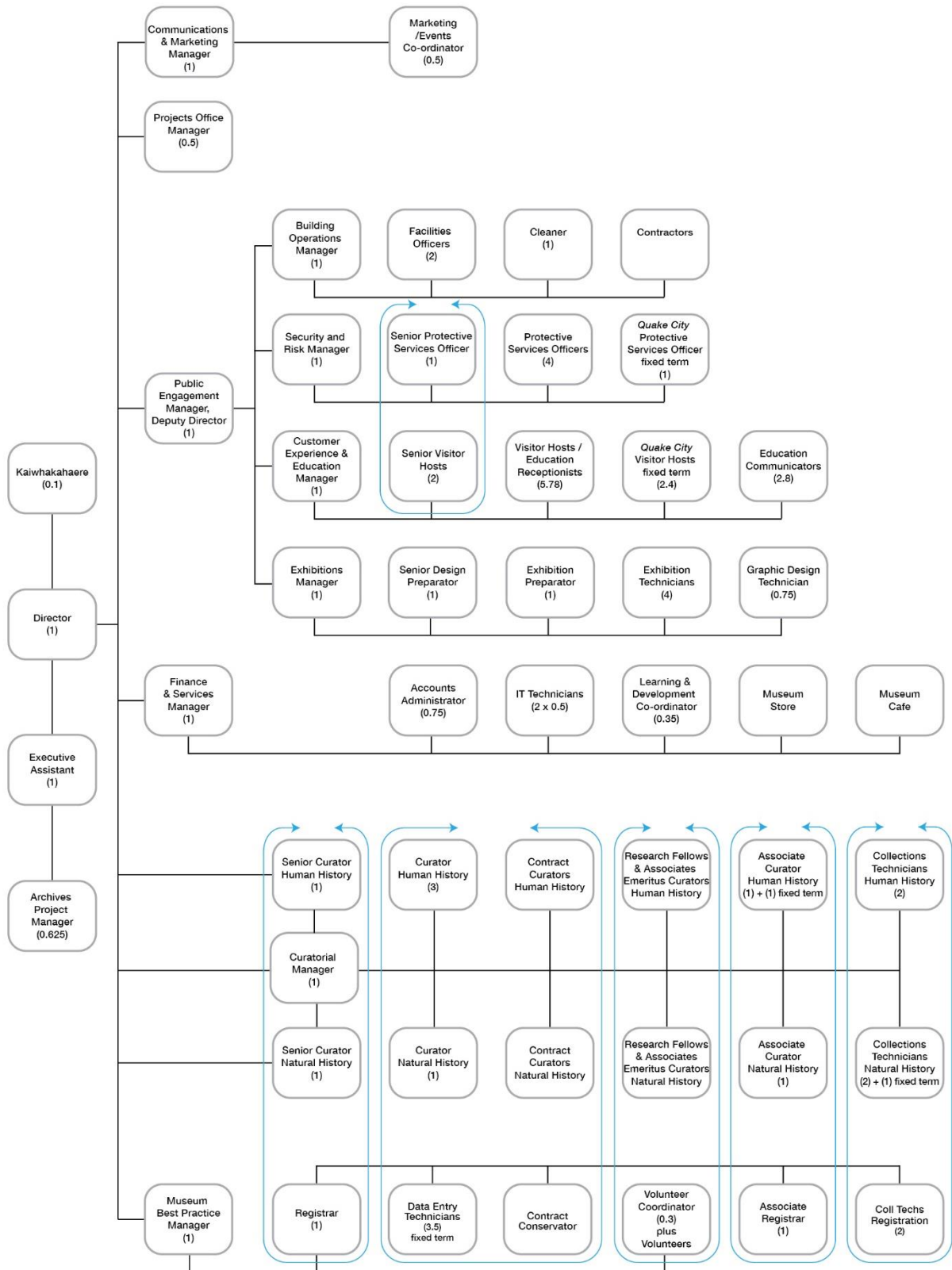
##### (c) Experience

The position will require:

- at least three years working in a curatorial capacity in a museum
- at least three years hands-on experience with nomenclature, documentation, housing and storage of large collections of objects
- a proven record of delivery of successful museum public programmes
- a proven and continuing research record, including attracting external funding
- a significant body of published research results, including nationally and preferably internationally important work

- evidence of existing communities of interest (discipline based, research, inter-institutional, etc) and a strong aspiration to expand these
- driver's licence and firearms licence desirable

organisational chart



9 November 2016