

## **Associate Curator Natural History**

**(6 months fixed term)**

Canterbury Museum seeks an enthusiastic and hardworking individual with meticulous attention to detail to assist with preparing a computerised inventory of our arachnological collections. The successful candidate will have experience with documentation and storage of collections and the identification of spiders.

**To find out more about this position and the method of application please visit the vacancies page on our website [www.canterburymuseum.com](http://www.canterburymuseum.com)**

**Applications not in the format set out will not be accepted.**

**Applications close at 5.00 pm on 30 July 2017**



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### **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:

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

Applications will close at 5.00 pm on Sunday 30 July 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) for a fixed term of six months.

## **Remuneration**

The Museum employs a job sizing methodology that 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 that 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 \$43,523 per annum (80% of Band D), and \$54,404 per annum (100% of Band D).

## JOB VALUE STATEMENT

<b>Date:</b>	June 2017
<b>Job Title:</b>	Associate Curator Natural History – arachnid cataloguing 6 months fixed term
<b>Responsible to:</b>	Curatorial Manager
<b>Key Stakeholders:</b>	Museum staff and management Researchers Present and future citizens of Canterbury
<b>Key Relationships:</b>	Curatorial Manager Curator Natural History Collections Technicians Natural History Registrar Curatorial Group staff Collections Group staff 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 that 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 **Associate Curator Natural History (arachnid cataloguing)** reports to the Curatorial Manager (see attached Organisation Chart).

### 2. Job Purpose

The position of **Associate Curator Natural History (arachnid cataloguing)** exists to:

- undertake cataloguing of the Museum’s collections, specifically Araneae (spiders)
- identify spider specimens
- in collaboration with Curator Natural History, identify areas of the spider collection that are lacking and collect specimens to enhance the collection

**3. Key Output Areas**

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

<p><b>1. Effective transfer of object data to the Museum database by:</b></p> <ul style="list-style-type: none"> <li>• Entering object data into a spreadsheet</li> <li>• Ensuring the data is accurate</li> <li>• Assigning a unique number to each object</li> <li>• Working with the Curator Natural History and Registrar to ensure work carried out is within the agreed data standards</li> </ul>
<p><b>2. Add value to the collection by:</b></p> <ul style="list-style-type: none"> <li>• Identifying spider specimens</li> <li>• Collecting spider specimens to enhance the Museum’s spider collection following the Museum’s collecting policies.</li> </ul>
<p><b>3. 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>4. 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> <li>• proactively seeking continuous improvement to further enhance the visitor experience</li> <li>• accepting additional responsibilities when requested</li> <li>• promoting and maintaining excellent internal working relations</li> <li>• adhering to the Museum’s health and safety practices and remaining aware of all health and safety matters at all times</li> <li>• ensuring use of sustainable practices wherever possible and continuously looking for ways for improvement.</li> </ul>

**4. Profile of an Ideal Associate Curator Natural History – spider cataloguing focus**

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**

Experience in or relevant to the following areas:

- knowledge of the New Zealand spider fauna
- entering data onto a large database
- experience in the identification of spiders, including the use of keys
- knowledge of museum curatorial and collections management practice

- working knowledge of Excel spreadsheets and Museum collection management systems (especially Vernon)

### **Skills**

- a high level of computer keyboard skills and familiarity with information technology
- a high level of attention to detail and accuracy
- good time management skills
- basic operation of photography and scanning equipment
- good understanding of health and safety
- excellent research, problem-solving and analytical skills

### **Behaviour**

- a demonstrable strong work ethic that consistently delivers results
- an ability to work both independently and as part of a team

### **(b)Qualifications**

The position will require:

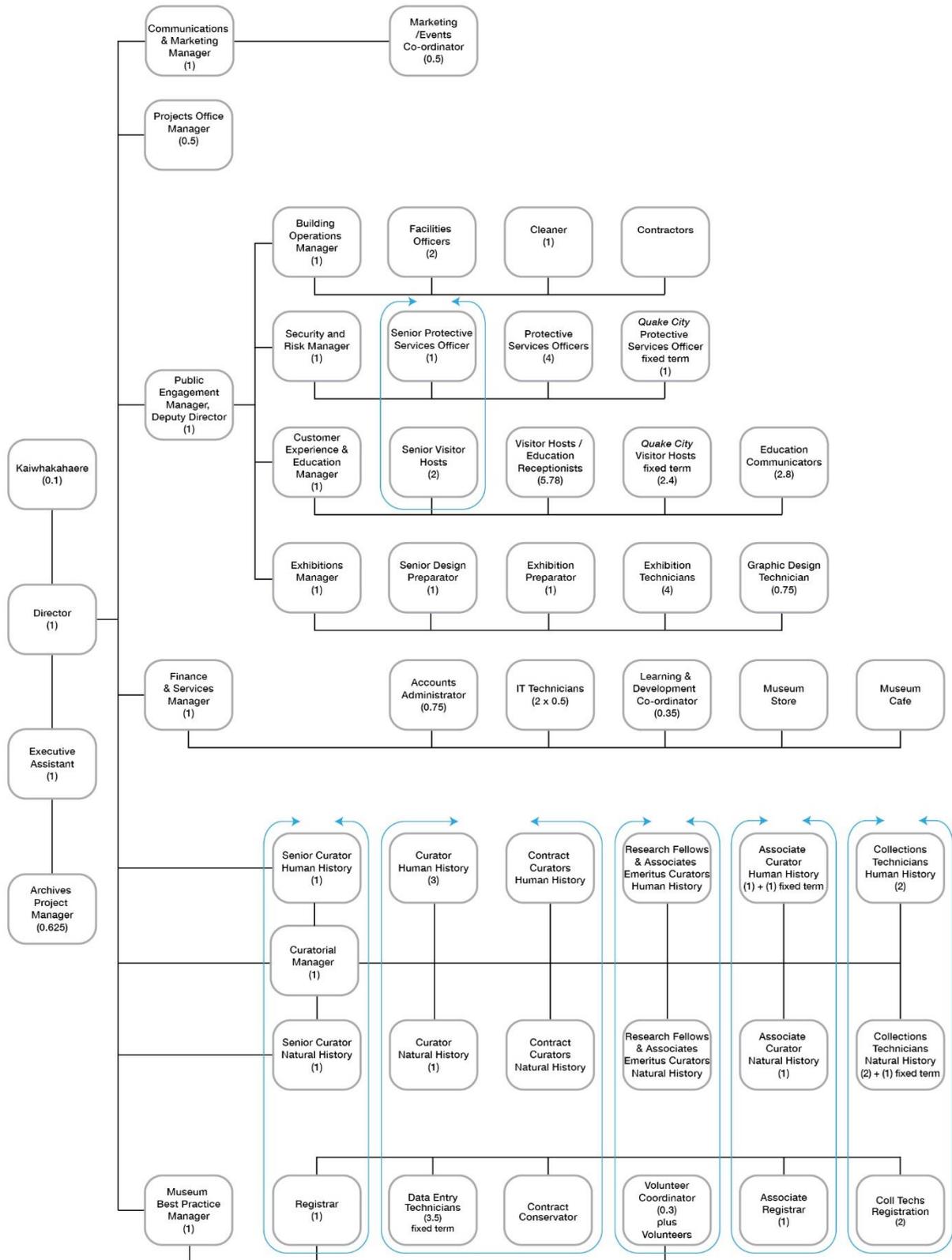
- a degree, preferably post-graduate, in a discipline relevant to New Zealand arachnology

### **(c)Experience**

The position will require:

- at least two years working with arachnological collections
- experience with collecting, databasing and storage of spiders, and taxonomic nomenclature

organisational chart



9 November 2016