

Museum Collections Inventory Project

Four fixed term positions (3 years)

Canterbury Museum is seeking a new team of two Collections Technicians and two Collections Data Entry Technicians to embark on a major cataloguing project. The aim of this project is to produce basic electronic records for the 60% of the collection not yet on the Vernon Collections Management System. Working with the Collections Inventory Project Manager and the Museum's Curatorial and Registration staff this new team will focus on producing basic electronic records for human and natural history collections as well as the Museum's own archives.

Previous experience in museums would be an advantage. Full training will be given to successful candidates. Advanced keyboard skills are essential, as is attention to detail and accuracy.

Applicants for these positions must have NZ residency or a valid NZ work visa. Applications that do not supply all requested information will not be considered. 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 5.00pm on Friday 4 August 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:

colldatapplication@canterburymuseum.com

Applications will close at 5.00 pm on Friday 4 August 2017

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 \$33,461 per annum (80% of Band B), and \$41,826 per annum (100% of Band B).

JOB VALUE STATEMENT

Date:	20 July 2017
Job Title:	Collections Inventory Project Data Entry Technician (3 years fixed term)
Responsible to:	Collections Inventory Project Manager
Key Stakeholders:	Museum staff and management
Key Relationships:	Registrar Registration Group staff Curatorial Manager Curatorial Group staff Inventory Project 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 Inventory Project Data Entry Technician** reports to the Collections Inventory Project Manager (see attached Organisation Chart).

2. Job Purpose

The position of a **Collections Inventory Project Data Entry Technician** exists to assist with the project to capture data for the 60% of collections not yet on the Vernon Collections Management System.

3. Key Output Areas

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

1. Effective capture of information for the Inventory project by:

- entering object data onto a spreadsheet
- entering an accurate description of the object
- allocating and attaching numbers to unnumbered objects
- photographing or scanning each object as appropriate
- naming and filing the image according to data standards
- verification of data against objects
- provide basic packaging for the objects and ensure unique number is on the box
- record the location of the object
- ensuring the accuracy of all data captured
- working on other special collections projects as required

2. Professional Development by:

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

3. Contribution to Group operations by:

- assisting in maintenance of clean and tidy work areas and collection stores
- assisting in maintenance of equipment, tools and other assets

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.

4. Profile of an Ideal Inventory Project Data Entry Technician

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 one of the following areas:

- entering data onto a large database
- using Microsoft Excel
- basic use of Adobe Photoshop

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
- a high level of physical fitness and manual dexterity

Behaviour

- an ability to work both independently and as part of a team

(b)Qualifications

The position will require:

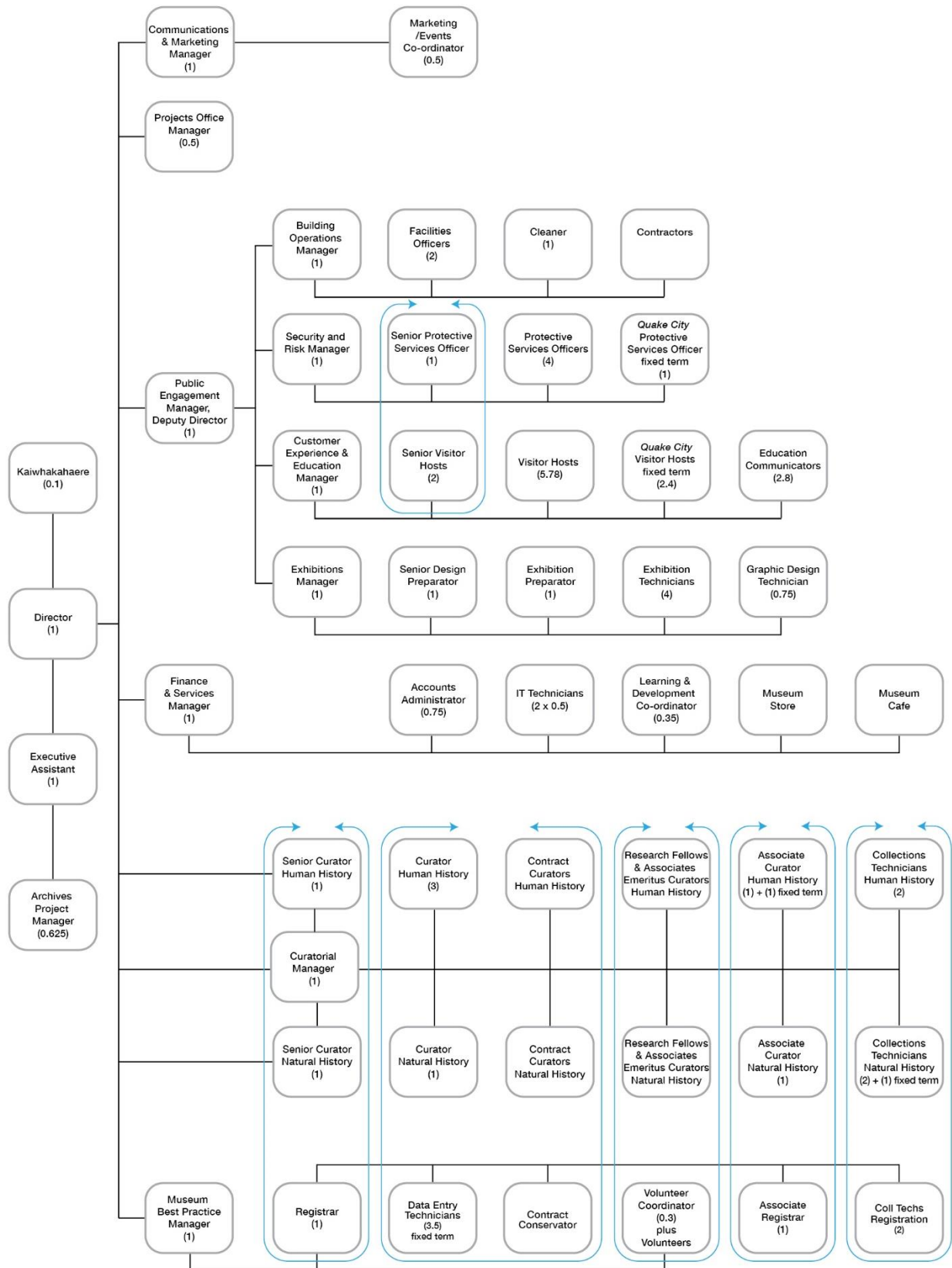
- proven ability to type quickly and accurately
- degree or demonstrable interest in an aspect of the Museum's collection

(c)Experience

The position will require:

- experience of a similar data entry position

organisational chart



9 November 2016