

Digitisation Technician (fixed term, 3 years)

Canterbury Museum acquires and cares for worldwide collections of human and natural history, and presents them to over 800,000 visitors each year through a dynamic series of exhibitions and programmes. We have commenced digitising and cataloguing a significant collection of historical images acquired from the prominent Christchurch photography studio, Standish and Preece, and seek a new digitisation technician due to an internal promotion.

The main focus of this role is to digitise each image and upload the image file to our Vernon CMS database.

All applicants must hold the right to live and work in New Zealand.

To find out more about this position, view the Job Value Statements, and how to apply please visit the careers page on our website www.canterburymuseum.com Applications submitted incorrectly will not be processed.

Applications close at 5.00 pm on Sunday 7 July 2019.



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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 against the ideal Candidate and duties 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. You also need to state whether or not you have any convictions/hearings pending in the courts, and confirm that you have existing rights to live and work in New Zealand.

Your application should be addressed to **Anthony Wright, Director**, and emailed to:

SPApplication@canterburymuseum.com

Applications will close at 5.00 pm Sunday 7 July 2019. Applications not providing the information set out above will not be accepted.

Conditions of Employment

Conditions of employment are set out in the standard Canterbury Museum Individual Employment Agreement.

Applicants must have the right to live and work in New Zealand.

Confirmation of employment will be subject to a satisfactory response to a police vetting check and 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 \$35,745 per annum (95% of Band A), and \$37,627 per annum (100% of Band A).

JOB VALUE STATEMENT

Date:	3 December 2018
Job Title:	Digitisation Technician (Fixed term)
Responsible to:	Curator Special Projects
Key Stakeholders:	Museum staff and management
Key Relationships:	Registrar Registration Group staff Collections Inventory Project Manager Curatorial Manager Curatorial 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 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 **Digitisation Technician (Fixed term)** reports to the Collections Inventory Project Manager (see attached Organisation Chart).

2. Job Purpose

The position of a **Digitisation Technician (Fixed term)** exists to assist with the project to digitise and upload to Vernon a significant collection of historical images from well-known Christchurch photography studio Standish and Preece.

3. Key Output Areas

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

<p>1. Effective capture of information for the Standish and Preece project by:</p> <ul style="list-style-type: none">• photographing or scanning each image• undertaking post capture processing• naming and filing the image according to data standards• attaching the image to its record on the Vernon database• entering object data onto a spreadsheet (if we data enter the registers first)• allocating and attaching numbers to unnumbered objects• ensuring the accuracy of all data captured
<p>2. Professional Development by:</p> <ul style="list-style-type: none">• keeping up to date with professional literature• participating in relevant training and development opportunities
<p>3. Contribution to Group operations by:</p> <ul style="list-style-type: none">• assisting in maintenance of clean and tidy work areas and collection stores• assisting in maintenance of equipment, tools and other assets
<p>4. Promotion of Museum as a Centre of Excellence by:</p> <ul style="list-style-type: none">• 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 Digitisation Technician (Fixed term)

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:

- Digitisation or photography
- Adobe Photoshop
- knowledge of basic museum curatorial principles and practice
- interest in or specialist knowledge of an area the Museum's collections or archives
- 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

- a high level of computer keyboard skills and familiarity with information technology
- experienced in operation of photography and scanning equipment
- a high level of attention to detail and accuracy
- good time management skills
- 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:

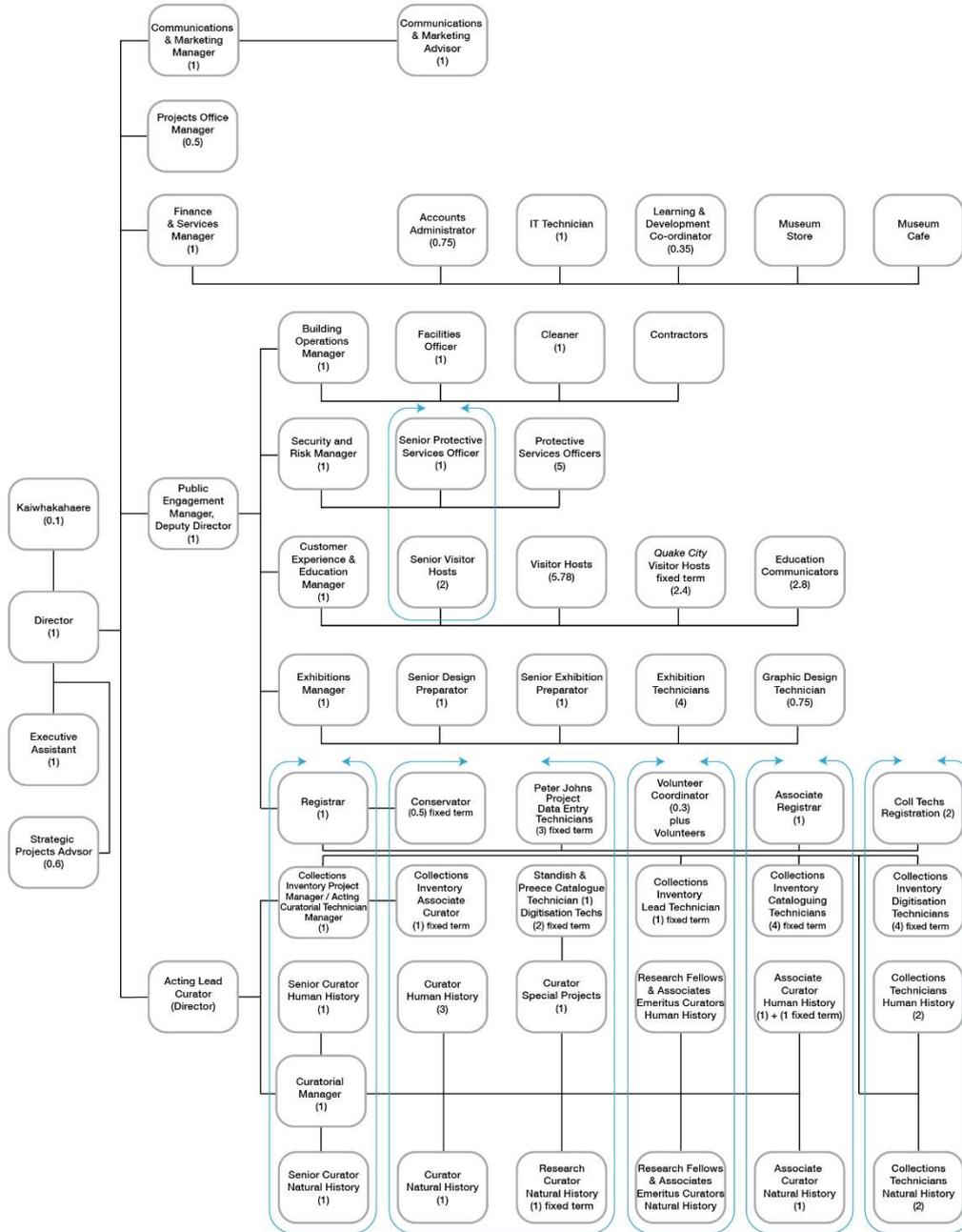
- proven ability to type quickly and accurately
- degree or demonstrable interest in an aspect of the Museum's collection

(c)Experience

The position will require:

- experience working in a museum or digitisation organisation

organisational chart



April 2019