



ASSISTANT COLLECTION MANAGER, NATURAL SCIENCE

Thank you for your interest in the above position, a copy of the job description is attached.

We are seeking an Assistant Collection Manager, Natural Science to accurately and comprehensively capture information relating to the Museum's Natural Science collection, and assist with the housing and use of the collection and collection records. You will support both physical and online access to collections and associated information.

The position is a permanent full time role, 8.30am - 5.00pm, Monday to Friday. The salary for this position will be between \$45,000 and \$55,000, depending on experience.

Please note that the closing date for applications is **Friday 15 February 2019**.

Please apply at www.otagomuseum.nz/jobs by selecting the role you wish to apply for, completing the online application form, and uploading a single document cover letter and CV.

If you would like more information please contact the HR Manager at vacancy@otagomuseum.nz or (03) 479 3289.

Job Description

TITLE: Assistant Collection Manager, Natural Science

REPORTS TO: Collection Manager, Natural Sciences

SCOPE: Collection documentation, information management and access

PRIMARY PURPOSE: Support functions within the Collections, Research & Education team relating to the care of natural science collections, information, documentation and access supervision.

KEY RESULT AREAS:

Care of Collection Items

- Contribute to and where appropriate take a lead role in the development and implementation of all necessary systems for the positive management of the collection, collection information and use, including preparing all necessary documentation and records.
- Contribute to ongoing Collection Registration reviews as appropriate.
- Follow, and when needed, lead best practice in collection care.
- Support the Collection Managers to ensure the collection is appropriately housed and protected at all times.
- Support Conservation staff to implement preventative conservation strategies to ensure the safe and long-term preservation of the collection, both on display and in storage.
- Support Conservation staff in identifying remedial conservation requirements and recommend action plans to the Director, Collections, Research & Education (or their authorised representative).
- Keep all storage areas, workrooms and other facilities clean and tidy at all times.
- Undertake reporting, handling and digitisation of collection items, including inward and outward loans.
- Receive and process items from other venues for Museum exhibitions and collections, bringing issues to the attention of Conservation staff and the appropriate Collection Manger and taking action as appropriate.
- Support Conservation staff and the Facilities Manager to maintain a program of environmental monitoring of galleries, cases and storage areas, ensuring conditions are suitable and safe for collection items, and recommending and taking remedial actions as needed.
- Support Conservation staff implement and monitor the rigorous pest management strategy throughout the Museum, ensuring the impact of pests is minimised; respond responsibly and immediately to pest management issues.
- Contribute to the implementation of a Disaster Management Strategy.
- Undertake the safe movement of collection items and materials throughout the Museum and externally as required.

Collection Information, Documentation and Research

- Support the Collection Managers to undertake all actions, coordination and documentation required for the movement of collections, including for inward and outward loans and for touring exhibitions.
- Undertake data entry, ensuring that thorough, accurate, consistent and complete data pertaining to the collection is captured.
- Contribute to the usability and accessibility of the Vernon collection management system, proactively identify and add to the database any and all relevant information, under the guidance of the Collection Managers and Curators.
- Proactively identify ways to add value to the data set and make recommendations for action, implementing as agreed.
- Undertake and where necessary supervise entry and capture of data into the Vernon collection management system.

- Program permitting, undertake collections focused research projects as agreed with the Collection Manager and Director, Collections, Research & Education.

Access

- Support the Curators and Collection Managers to implement a system enabling external and internal access to the collection within Museum guidelines, including preparation of documentation and provision of supervision as required.
- Support the Curators and Collection Managers by undertaking the digitisation and filing of documents relating to access to the collection.
- Ensure safe collection movement at all times and safe housing for transportation as required.
- Assist as required with information and documentation for issues pertaining to the Otago Museum's Māori Advisory Committee and Komiti Tuku Iho, participating in meetings and events as appropriate.

Museum Projects

- Contribute as a positive member in Museum project teams.
- Proactively prepare information and resources for team meetings so that specific and wider goals can be met in a timely fashion.
- Assist with preparations, installs and demounts for public presentations including exhibitions and displays at the Museum and externally.
- Prepare documentation as required for inward and outward touring exhibitions and collection items.

Time Management and Divisional Administration

- As assigned take responsibility for assets, resources and facilities relating to the work of the division, including the Workrooms, Isolation Room and Chemical Store; ensure they are at all times clean, tidy and appropriately stocked for efficient and effective operation.
- Positively and proactively manage time and resources to achieve individual and collective goals.
- Proactively use OM Central daily as a planning and communications tool, keeping it up to date at all times and forward planning workflow and resource requirements.
- Undertake administrative tasks within the Collections, Research & Education Team as required.

Health and Safety

- Adhere to current Health and Safety Policy and best practices at all times.
- Undertake all necessary hazard management initiatives.
- Ensure all visitors are cognisant of health and safety requirements and procedures.
- Implement any system for which responsibility has been assigned, liaising with the Health & Safety Advisor.

Budgeting, Reporting and Resources

- Develop, prepare comparative costings and proactively recommend expenditure for approval using appropriate Museum processes, ordering, sign off and monitoring systems.
- Ensure that the Director, Collections, Research & Education (or their authorised representative) receives regular and requested reports in an agreed format and timeframe.
- Represent the Museum professionally in all forums.
- Ensure that supplies needed for day-to-day divisional operation are in stock and to hand when needed.
- Ensure that all supplies needed for project work are in stock and to hand when needed.
- Negotiate purchases with suppliers, gaining best value for money.
- Confidently and appropriately manage any financial and human (paid and unpaid) resources allocated.

Community Liaison

- Develop networks in the community with a view to adding value to Museum outcomes.
- Work with special interest groups as appropriate to facilitate the execution of the Museum's role as a trustee of public collections.

- Meet the Museum's obligations with regard to statutory and contractual agreements, liaising and reporting as required.
- Provide advice to regional museums within Museum guidelines, keeping records of assistance given and reporting as required.
- Participate in Regional Museums Gatherings as needed.

General

- Be proactive in keeping abreast of developments in collection care, documentation and research and recommend developments which will add value to the Otago Museum.
- Contribute as an effective member of the Collections, Research & Education and wider Otago Museum team.
- Ensure adherence to Museum security policies and procedures.
- Provide professional assistance to other Museum staff as required.
- Assist the Director, Collections, Research & Education (or their authorised representative) with relevant planning and policy development.
- Provide the Director, Collections, Research & Education (or their authorised representative) with information and ideas for the strategic development of the organization.
- Actively and positively contribute to the implementation of the Museum's Strategic Plan.

Any other duties as may be required by the Museum Director