



**RE: ASSISTANT CURATOR, NATURAL SCIENCE**

Thank you for your interest in the above position. A copy of the job description, person specification and the Otago Museum Supporting Information for Employment form are attached.

We are seeking an Assistant Curator, Natural Science to help support collection care and information management within the Collections, Research and Education division.

This position is a permanent full-time role, working 40 hours Monday to Friday. The salary range is between \$40,000 and \$50,000.

Please note that the closing date for applications is **5pm, Wednesday 14 November 2018**.

Please apply by selecting the role you wish to apply for and completing your details at **[www.otagomuseum.nz/jobs](http://www.otagomuseum.nz/jobs)**, or alternatively forward a covering letter, a copy of your curriculum vitae and the completed Supporting Information for Employment form to the HR and Customer Services Manager, Otago Museum, PO Box 6202, Dunedin 9059 or email your application to [vacancy@otagomuseum.nz](mailto:vacancy@otagomuseum.nz).

If you would like more information please contact Gina Cavanagh, HR Manager, on (03) 4793289.

Gina Cavanagh  
**HR Manager**

## **JOB DESCRIPTION**

**TITLE:** Assistant Curator, Natural Science

**REPORTS TO:** Curator, Natural Science

**DIVISIONAL DIRECTOR:** Director, Collections, Research and Education

**SCOPE:** Collection documentation and access, exhibition, research and communication projects, relationship building with external contacts

### **PRIMARY PURPOSE:**

To carry out support functions within the Collections, Research and Education team relating to the care, research, interpretation and communication of the natural science collection.

To support the Curator, Natural Science in all aspects of collection documentation and access facilitation, including preparation of documentation, provision of supervision, data capture, digitisation and administrative tasks.

### **KEY RESULT AREAS:**

#### **Care of Collection Items**

- Follow, and when needed lead, best practice in collection care
- Undertake allocated assessments, checks and updates of collection information to ensure that associated data is up-to-date
- Undertake tasks to assist in the resolution of collections where data dissociation, collection status and significance assessments are necessary
- Keep all storage areas, workrooms and additional Collections and Research facilities clean and tidy at all times
- Undertake the safe movement of collection items and materials throughout the Museum, as required

#### **Research and Interpretation**

- Proactively identify ways to add value to the collection and its interpretation, developing Proposals for Action and providing other recommendations as appropriate
- Conduct primary and secondary research on the collection or other relevant aspects of Museum operations for academic publication or general information gathering
- Assist with collection development tasks, documentation of new collection acquisitions and contracted suppliers
- Contribute to the development of exhibitions, displays and activities as required
- Research and create content for publication in print and online media relating to the Otago Museum collection or to Natural Sciences in general
- Undertake specific projects identified by the Director, Collections, Research and Education and the Curator, Natural Science as supportive of collections functions and Otago Museum's Strategic Plan

#### **Resource Management**

- Be responsible for the supervision and training of designated Museum staff, contractors and volunteers, exercising a proper duty of care over them
- Supervise external researchers, volunteers or visitors as required

#### **Internal Relationships**

- Liaise with and offer professional advice to Collections and Research colleagues
- Work with relevant teams in the planning and development of exhibition content
- Work proactively with all members of the Museum staff
- Assist with exhibition installation and field work

#### **External Relationships**

- Provide advice and timely responses to external enquiries received by phone, email, website or letter and in person
- Liaise with and offer professional advice to members of the public during public programmes
- Liaise with Regional Museums to offer advice and assistance as required

- Facilitate collaboration between Otago Museum and key external contacts to foster research partnerships and joint projects
- Assist in the organisation and co-ordination of students, volunteers and interns
- Contribute to the activities of the Museum through the publication and dissemination of research, lectures and seminars, maintaining links with external institutions as required
- Liaise with colleagues, university staff, iwi, public and other professionals on research projects, research to support the collection, acquisition and preparation of specimens, exhibition development, and assist in gallery and store maintenance 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 Facilities Manager

#### **Budgeting and Resources**

- Confidently and appropriately manage any financial and human (paid and unpaid) resources allocated
- Assist the Curator, Natural Science in developing and preparing comparative costings, prior to expenditure being recommended for approval using appropriate Museum processes, ordering, sign off and monitoring systems
- Assist the Curator, Natural Science in seeking external funding, within Museum guidelines, as required
- Explore opportunities for funding and develop research grant proposals for the mutual benefit of the Museum and other institutions as appropriate

#### **Community Liaison**

- Assist in developing 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
- Contribute meaningfully to professional gatherings, organisations and conferences as required

#### **Time Management and Divisional Administration**

- As assigned, take responsibility for divisional assets, resources and facilities
- Positively and proactively manage own use of time and resources to achieve individual and collective goals through use of Outlook and OM Central as a planning and communications tools
- Undertake administrative tasks within the Collections, Research and Education team as required

#### **General**

- Be proactive in keeping abreast of developments in conservation, collection care, documentation and research and recommend developments which will add value to the Otago Museum
- Ensure that the Director, Collections, Research and Education and the Curator, Natural Science (or their authorised representative) receive regular and requested reports in an agreed format and timeframe
- Contribute as an effective member of the Collections, Research and Education team and the wider Museum Team
- Ensure adherence to Museum security policies and procedures
- Assist the Director, Collections, Research and Education and the Curator, Natural Science (or their authorised representative) with relevant planning and policy development, as well as information and ideas for the strategic development of the organisation
- Represent the Museum professionally in all forums

Any other duties as may be required by the Museum Director.

# OTAGO MUSEUM

## SUPPORTING INFORMATION FOR EMPLOYMENT FORM

Please complete this form and attach your Curriculum Vitae and covering letter.  
The information you provide on this form will be used strictly in confidence.  
If your application is successful, the Otago Museum will hold the information you supply on file.

POSITION APPLIED FOR
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### PERSONAL INFORMATION

SURNAME	
GIVEN NAME	
PREFERRED NAME	
IWI AFFILIATION (if any)	

### ADDRESS

EMAIL ADDRESS (Please ensure this is entered clearly)			
STREET ADDRESS OR P.O. BOX			
SUBURB			
CITY			
POSTCODE		COUNTRY	

### CONTACT DETAILS IN CASE YOU ARE SELECTED FOR INTERVIEW

	AREA CODE	NUMBER	Indicate the number where a message can be left
PHONE NUMBER			
OTHER NUMBER			

### PLEASE NOTE

It is Museum practice to acknowledge applications **by email** within one week of the closing date.  
Further written correspondence will also take place via email.

## GENERAL INFORMATION

Are you legally entitled to work in New Zealand i.e. as a citizen, permanent resident or holder of a current work permit?

YES NO **PLEASE CIRCLE**

If you are a holder of a current work permit, please state below the type of work permit you have and the expiry date, along with your passport number and nationality.

WORK PERMIT AND EXPIRY DATE	PASSPORT NUMBER	NATIONALITY

Do you suffer from any injury, medical condition or other condition/s which may affect your ability to perform the duties of the position or may affect regular attendance?

YES NO **PLEASE CIRCLE**

If **YES**, please detail

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Other than under the provisions of the Criminal Records (Clean Slate) Act 2004, have you been convicted of a criminal offence? (Please check your rights on disclosure under the Criminal Records (Clean Slate) Act 2004 before answering this question).

YES NO **PLEASE CIRCLE**

If **YES**, please detail

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Are you awaiting the hearing of charges in a civil or criminal Court of Law?

YES NO **PLEASE CIRCLE**

If **YES**, please detail

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Please disclose any other pertinent information that may have an effect on your employment at the Otago Museum or anything else you haven't told us that may affect your ability to perform the role

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Do you have a current driving licence? YES NO **PLEASE CIRCLE**

Please specify your licence type LEARNERS RESTRICTED AUTOMATIC ONLY FULL  
**PLEASE CIRCLE**

If your application is successful, when could you commence employment?

**REFEREE ONE (WORK RELATED - PREFERABLY SOMEONE YOU REPORTED TO)**

NAME	
POSITION	
COMPANY/ORGANISATION	
RELATIONSHIP TO YOU	
WORK PHONE	
HOME PHONE	
CELL PHONE	
EMAIL	

**REFEREE TWO (WORK RELATED)**

NAME	
POSITION	
COMPANY/ORGANISATION	
RELATIONSHIP TO YOU	
WORK PHONE	
HOME PHONE	
CELL PHONE	
EMAIL	

**REFEREE THREE**

NAME	
POSITION	
COMPANY/ORGANISATION	
RELATIONSHIP TO YOU	
WORK PHONE	
HOME PHONE	
CELL PHONE	
EMAIL	

Do you agree to enquiries being made as to the accuracy of information in this application form and in your Curriculum Vitae and/or security checks on any criminal conviction(s)?

YES NO **PLEASE CIRCLE**

<input type="checkbox"/>	I consent to the Otago Museum seeking verbal/written information on a confidential basis about me from my referees for the purpose of ascertaining my suitability for the position I am applying for.
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**PLEASE TICK THE BOX TO INDICATE YOUR CONSENT.**

## WHERE DID YOU FIRST LEARN OF THIS VACANCY?

Please complete (tick relevant box) to tell us how you learnt of this vacancy:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Otago Museum website                           | <input type="checkbox"/> Word of mouth       | <input type="checkbox"/> Student Job Search |
| <input type="checkbox"/> Otago Museum staff member                      | <input type="checkbox"/> Recruitment website | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Newspaper advertisement (please specify) ..... |  |   |

## DECLARATION

I \_\_\_\_\_ declare to the best of my knowledge the answers to the questions in this application are correct. I understand that if any false information is given, or material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## IMPORTANT INFORMATION ON RECRUITMENT AND SELECTION PROCESS FOR APPLICANTS

- Short-listing is based on the written applications received from applicants. The selection panel will shortlist applicants whose written applications indicate they best meet the key result areas in the Job Description and Person Specification of the vacancy.
- If you are selected for an interview you will be contacted by telephone and an interview date and time will be arranged.
- If you are not short-listed for an interview you will be advised by email within three weeks of the vacancy closing date.
- Candidates selected for interview may be required to undertake some competency based assessment(s). This may include presentations, written exercises, role-plays or psychometric testing. You will be advised of all details when contacted.
- All interviewed applicants will be advised of the interview outcome either by telephone or by email.
- While reference checks are generally conducted after interviews have taken place, they may be conducted at any stage of the selection process. Please ensure correct details are provided and consent indicated.
- No verbal discussion of vacant positions will constitute an offer of employment, any offer of employment will be delivered in a draft employment agreement.
- New Museum staff are required to supply their birth certificate and drivers licence for observation and photocopying. Some positions will require a police check to be conducted prior.
- Appointment to some positions of responsibility are dependent on satisfactory results from criminal conviction information requests.
- If it is found that you have given incorrect or misleading information or have omitted any relevant information on this application form, you may be disqualified from appointment, or if appointed, you may be liable to be dismissed.

## PRIVACY OF INFORMATION STATEMENT (PRIVACY ACT 1993)

Any information that you provide in this application form is solely for the purpose of assessing your suitability for the vacancy you have applied for. It will not be used for any other purpose nor supplied to any other party.