



JOB DESCRIPTION

Position: Collections Leader (1.0 FTE)

Reports to: Chief Executive

Date: March 2025

PURPOSE OF POSITION

The Collections Leader role works to lead the growth, refinement, recording and care of the Museum's collection and reports directly to the Chief Executive

This is a vital position in the Museum team, managing three full time roles and one part-time, plus a number of volunteers. It is responsible for recommending and applying collection policies, and collaborating with stakeholders including iwi Māori, significant donors and district museums. It also has responsibility for a planned collection move and the safekeeping of the Museum's collection in current facilities.

In addition, this position will support exhibition development, and the successful candidate will work closely with the Exhibitions Manager to make exciting, accessible, audience-focused exhibitions that will appeal to visitors within the Nelson Tasman regions as well as to local and international tourists.

The Collections Leader will lead staff through an exciting change period in the Museum's 180-year history.

NELSON PROVINCIAL MUSEUM – PURPOSE AND VALUES

Nelson Provincial Museum's purpose is to care for, strengthen and make widely accessible the taonga and heritage collections of Nelson Tasman; and to create unforgettable experiences that stimulate awareness, celebrate diversity and entertain.

In our day-to-day work, all Nelson Provincial Museum employees will behave in a manner consistent with our behavioural values.

- *Innovation* – we strive to develop effective and innovative means to allow people to contribute and support the Nelson Provincial Museum deliver on its goals;
- *Customer Focused* – we provide a welcoming and responsive environment that encourages our customers to visit and utilise the full range of Nelson Provincial Museum's offerings;
- *Relationships & People* – we develop constructive and collaborative relationships built on mutual respect and trust;
- *Working in Teams* – we share information and knowledge through superior team work and a passion for our community;

- *Achieve Results* – we support a culture that encourages and recognises people’s contribution, dedication, professional competence and service;
- *Cultural Inclusiveness* – understand, respect and celebrate Aotearoa New Zealand’s diverse cultural heritage;
- *We are bi-cultural* – we support, collaborate with and consult with mana whenua iwi and work according to the principle of mana taonga.

DELEGATED AUTHORITIES

- Full management responsibility, including allocation of work; accountability for allocated budget; accountability for team outputs; quality and review of team’s performance and development.
- Decision making within scope of this position.

KEY FUNCTIONS AND RESPONSIBILITIES

Team Leadership

- Lead and manage the Collections team; determine individual and team goals and priorities to ensure that the team deliver the required outputs within the specified time frames to an excellent standard.
- Encourage, provide advice and guidance to staff, lead by example and keep a focus on the development of the Museum culture.
- Ensure performance agreements in place and develop through negotiation Key Performance Indicators for each direct report. Carry out performance reviews regularly for direct reports.
- Lead recruitment process for vacant Collection roles
- Undertake performance management processes if required.
- Prepare budgets for the Collections team.

Collections – Care of

- Advise on and oversee the development, implementation, and monitoring of all necessary systems and processes for the physical, legal and ethical care of the collection.
- Develop, revise and ensure that best practices and ethics are followed by staff when accessing, handling and caring for collections.
- Oversee and monitor the preservation quality of collection environments, identifying factors that impact the quality of these environments. Work with the Building Services Coordinator and other relevant staff to ensure issues are resolved when they occur.
- Prepare collection for relocation to new facilities.
- Furnish and maintain a safe and effective photographic studio, and conservation/treatment area.
- Ensure storage furniture and systems are in place for the Collection to be well-housed and protected at all times.
- Monitor and maintain Cool Stores and Armoury/firearm store ensuring they meet the preservation and compliance needs of those collections.
- Ensure collections that are sensitive/graphic, hazardous or contain hazardous materials are stored and labelled correctly, meet internal H&S needs, and external compliance requirements such as firearms licensing (where applicable).
- Ensure ethnographic and foreign indigenous material are cared for in a manner consistent with the cultural and ethical expectations of their source communities/cultures and with the

Museums Aotearoa Code of Ethics. Negotiate and oversee the coordination of outgoing and incoming collection loans, including objects for exhibition, and approve external movements of Collections.

- Ensure appropriate object care training for all relevant staff.
- Maintain strong communications with Building Services Coordinator to ensure remedial work to Research Facility and other collection areas is carried out effectively and in a timely fashion.
- Maintain all relevant collection resources for, and regularly review with wider museum team, the Emergency Management Plan and Disaster Preparedness Plan.

Collections – Information and Documentation

- Lead development of collection policies and procedures for approval by CEO and TBHT.
- Lead and coordinate the development and use of the collection management system.
- Ensure collection data standards are maintained for objects, digital works and digital reproductions.
- Work with CMS, Digital and IT suppliers to ensure best practice data storage, useability and security of all collection information infrastructure.
- Update and maintain an active Collections Online in compliance with access and licensing requirements, which meets the needs of researchers and wider museum audience.
- Identify and document any issues regarding legal title, conditional acquisitions, orphan works etc and propose solutions, seeking external advice where necessary.
- Ensure operational and information compliance with all relevant external legislation where applicable e.g. firearms, Copyright, Wildlife Act.
- Oversee all aspects of the image order service including pricing, terms & conditions, licensing permissions, and service quality.
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Collections – Development

- Actively lead the development of the Museum's collection in line with our strategic goals and Collection Policy.
- Build and maintain relationships with key existing and potential donors.
- Lead and contribute to the preparation and implementation of a collection development strategy, in accordance with the Museum's Collection Policy.
- Recommend acquisitions and deaccessions to the CEO and Board, and follow Museum procedures to reach decisions and implement comprehensively, including Chairing the Acquisition and Disposal staff committee.
- Identify objects for future repatriation, and ethically engage in repatriation processes initiated by iwi, foreign and indigenous communities.
- Prepare business cases for special projects.
- Work with other leadership team members on preparing grants and securing external funding for special projects.
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- Maintain and regularly review data on physical size/footprint of collection, for future storage planning purposes.

Collections - Advice

- Participate in Regional Museums gatherings as needed.
- Provide and coordinate advice to regional museums within Museum guidelines.

- Key input into visitor experience development projects by proactively providing advice on current best practise for use of collection items in research, galleries, exhibitions or programmes; and devising and facilitating creative solutions to increase public access to the collections.

Collections - Research and Interpretation

- Ensure internal and external researcher requests are managed satisfactorily.
- As appropriate, oversee standards of curatorial research on the Collection.
- Direct research where necessary to meet compliance, internal needs or needs of wider museum audience.
- Identify collection strengths for day to day promotion, and collections with high research potential for future projects.

Taonga Māori Collection Care

- Build and maintain relationships with mana whenua iwi under the guidance of Te Taiao Komiti
- Work with the Kaitiaki Taonga and mana whenua iwi to appropriately care for taonga Māori under the guidance of Te Tai Ao Komiti
- Assist the CEO and Kaitiaki Taonga in keeping Te Tai Ao Komiti well informed about public enquiries, research and image requests and any other matters concerning Taonga in the Museum's care
- Support the Kaitiaki Taonga to ensure donations of Taonga Māori are processed in line with the Collections Policy., and deposits of newly found taonga tūturu are processed in line with the Protected Objects Act.
- Provide appropriate care and support to Taonga Māori.
- Monitor and maintain a Wahi Tapu in consultation with Kaitiaki Taonga Māori and Facilities Coordinator.
- Support repatriation of koiwi tangata and taonga

Leadership Team

- Assist with the preparation of the annual budget.
- Assist with the preparation of the annual Statement of Intent and Annual Report, and other stakeholder reporting as required.
- Assist the CEO with Board reporting as required including accurate record keeping of metrics involving collections team/
- Be a major contributor into planning for the capital works programme.
- Contribute as an effective and positive member of the Leadership team ensuring success in all areas.
- Build and maintain relationships with mana whenua iwi through attendance at Te Tai Ao Komiti and other avenues
- Drive excellence and ensure all Collections related proposals are aligned with the Museum's vision and purpose.
- Together with the Leadership team, promote a positive culture of continuous improvement specifically, Plan, Do, Review.
- Confidently and appropriately manage any financial and human (paid and unpaid) resources allocated.
- Proactively monitor risks pertaining to the Collection and Collections team, and ensure these are recorded and kept up to date in the Risk Register.

- Work with the Exhibitions Manager to support an ambitious, visitor-focused and forward thinking exhibitions programme.

Health and Safety

- Keep up-to-date with information on changes to health and safety policies and procedures.
- Ensure employees are regularly reviewed against their safety responsibilities and plans are developed to promote improvement where required.
- As part of the Leadership Team, ensure standard operating procedures are regularly reviewed and incorporate safety requirements.
- Encourage and support employees to participate in improving health and safety at Nelson Provincial Museum.
- Ensure team meetings for health and safety are completed and information communicated.
- Ensure risk management plans are in place and have been reviewed in consultation with employees.
- Ensure employees are supervised effectively to perform their role safely, including employees on rehabilitation plans.

Professional Development

- Undertake identified professional training/development with the prior approval of manager.
- Remain abreast of current industry related trends, practices and disciplines and undertake regular updates in either competency training or changes in law as required.
- Keep up-to-date and demonstrate awareness of relevant legislation and best practice.
- Build networks with relevant organisations, professionals and associations.

PERSON SPECIFICATION

Experience and Qualifications

- A post-graduate qualification in Museum Studies or similar relevant subject.
- At least five years' collection management experience.
- Proven leadership and people management experience, ideally including leading teams through change.
- Experience in planning and programming.
- Strong familiarity with all aspects of preventative conservation, and navigating building services and facilities.
- Experience working in a compliance environment and/or with collections with prescribed storage needs
- Technical understanding of information and web based systems. Experience working with iwi Māori
- Experience working with taonga Māori and understanding of relevant tikanga and legislation
- Previous experience in a similar or 2IC role is desirable.
- **Personal Skills**
- Demonstrated commitment to Te Tiriti o Waitangi.
- A creative approach to engagement and access for our visitors.
- Authority and flexibility in coordinating and influencing activities across the organisation and various stakeholders.
- Ability to develop strategy and manage its implementation.
- Project management skills with an ability to see things through to completion.

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- The ability to be a team player and work collaboratively, internally and externally.
- Customer focus and the ability to look at operations from the customer’s perspective.
- Excellent verbal and written communication skills.
- Ability to travel within New Zealand occasionally.
- Ability to work occasional evenings when requested to attend Board and Te Tai Ao Komiti meetings

ACKNOWLEDGEMENT

Health & Safety

- All staff must be conscious of potential safety risks and problems at all times.
- A Health and Safety Policy is in place at the Museum. Instructions with regards to safety given by Health and Safety representatives must be followed at all times.

Non-Limitation Clause

This job description is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake both within and outside of the normal hours of work.

ACKNOWLEDGMENT

I have read and understand the above job description.

Employee Name _____

Signature _____

Date _____