



**Tō Mātau Moemoeā** Our Vision is to use the past, present and future technology and ingenuity of Aotearoa to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

**Position:** Librarian - Pictorial

**Reports to:** Head of Library & Archives

## PURPOSE OF THE ROLE

The Librarian – Pictorial is responsible for the management and accurate description of Walsh Memorial Library holdings specific to the Pictorial collection. Additionally, the Librarian - Pictorial, is required to assist library users with research queries, image orders, take ownership of the digitisation process and stand in for the Head of Library and Archives in their absence

## RESPONSIBILITIES

- Describe, rehouse, and digitise MOTAT’s Pictorial collection, to both preserve it for future generations and make it accessible to both visitors and the MOTAT Team.
- Enhance existing collection records, so that all records are consistent across MOTAT.
- Create new, enrich and maintain existing records using Vernon CMS.
- Complete front of house duties, as required by the Head of Library & Archives.
- Complete external database searches and Vernon CMS database searches.
- Proactively identify items needing conservation treatment and notify Head of Library & Archives.
- Contribute to the Library & Archives team and MOTAT objectives as outlined in the Annual Business Plan.
- Support the work of all MOTAT Team Members; employees and volunteers.
- Meet the information needs of the public, both domestic and international.
- Be responsible for Pictorial image requests, including copyright management.
- Enhancement and maintenance of Digitisation Suite.
- Liaise with external digitisation partners to enhance preservation and accessibility.
- Create, enhance, and update Pictorial documentation and protocols, as required.
- Handle library material in a responsible manner and in accordance with MOTAT Collection Care policy.
- Facilitate assessment of donations and donor management.
- Act as a signatory for acquisition-related forms and copyright licensing agreements and attend meetings, as required, in the absence of the Head of Library & Archives.
- Raise purchases orders with suppliers.
- Provide support to the wider Library & Archives team, as required.

- Follow all Museum policies and procedures including but not limited to Safety & Wellbeing policies and the Museums Aotearoa’s Code of Ethics.
- Embrace a mindset of continuous improvement in understanding and implementing the principles of Te Tiriti o Waitangi.
- Model behaviours consistent with MOTAT values and MOTAT competency framework.
- Comply with all museum policies and procedures including but not limited to Health & Safety and the Museums Aotearoa’s Code of Ethics.
- Undertake any other reasonable duties as may be required from time-to-time to ensure that MOTAT’s business objectives are met.

## KEY PERFORMANCE INDICATORS

- Demonstrate a high level of care and handling, ensuring safe storage of collection items to prevent damage and reduce conservation requirements.
- Advancement of collection cataloguing to reduce backlogs.
- Accurate data matching and data inputting.
- Adherence to international standards in cataloguing and description.
- Cooperative team involvement and compliance with all MOTAT policies.

## KEY RELATIONSHIPS / DELEGATED AUTHORITY

<b>Responsible for:</b>	Nil
<b>Internal Liaison:</b>	Library & Archives Team, Collections Team, MOTAT Team
<b>External Liaison:</b>	Customers, Donor Management, Digitisation Partners

## BUDGETARY AUTHORITIES

Nil

## SKILLS & EXPERIENCE

- Bachelor's degree (or higher) in Library & Information Studies, Museum Studies, or equivalent.
- Demonstrated understanding of appropriate handling and care of pictorial collections.
- Computer literacy including advanced Microsoft packages, CaptureOne, and the Vernon CMS database. experience, or equivalent.
- Demonstrated experience working in a customer service environment.
- Demonstrated research experience.
- Experience working in a team environment.
- Experience working in a museum environment preferred.
- An understanding of the principles of photography and digitisation.
- Experience supporting and/or mentoring others would be beneficial.

## OUR VALUES

### Ō MĀTUA UARA

<b>AUAHATANGA</b> <i>INNOVATION</i>	We will be courageous and try new things.
<b>NGĀTAHITANGA</b> <i>COLLABORATION</i>	We will work as a team that respects and supports others.
<b>MOTUHĒHĒTANGA</b> <i>INTEGRITY</i>	We will act ethically and with respect and transparency.
<b>PŪMAUTANGA</b> <i>SUSTAINABILITY</i>	We will foster knowledge and promote technology that is beneficial to our community.

*This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.*