



OUR VISION: To be the “must experience” museum that uses past, present, and future Kiwi technology and ingenuity to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

Position: Oriel Bickerton Intern – Rail Collection Researcher (Fixed Term)

Reports to: Head of Curatorial Research

PURPOSE OF THE ROLE

This role is responsible for the cataloguing, research, documentation, reporting and rehousing of selected small (non-wheeled) items from MOTAT’s Rail collection.

The role will focus on improving collection records, reviewing object terminology and dates, linking items with relevant archival materials, and preparing concise object histories suitable for publication on Collections Online.

RESPONSIBILITIES

- Catalogue, locate, and document selected Rail collection items
- Conduct historical research and draft concise object histories
- Review and refine object names, terminology, and date information
- Link collection objects with relevant material from the Walsh Memorial Library
- Undertake basic condition assessments in accordance with MOTAT Collection Care policy
- Assist with object movement and rehousing using appropriate archival standards
- Sort, confirm and document items belonging to the Ephemera & Manuscript collection
- Contribute to the accuracy and completeness of MOTAT’s Collections Online platform
- Give a twenty-minute presentation and prepare a 500-word *Squeaky Wheel* article outlining the project and their contribution to it for MOTAT Society members and/or MOTAT alumni
- Handle collection material in a responsible manner and in accordance with MOTAT Collection Care policy
- Embrace a mindset of continuous improvement in understanding and implementing the principles of Te Tiriti o Waitangi
- Follow all museum policies and procedures including, but not limited to, Health, Safety & Environment and the Museums Aotearoa Code of Ethics
- Undertake any other reasonable duties as required

KEY PERFORMANCE INDICATORS

- Accuracy and attention to detail in cataloguing and documentation
- Ability to conduct and synthesise research effectively
- Quality and clarity of written object histories
- Compliance with MOTAT collection management standards and policies
- Cooperative and professional team involvement
- Ability to take direction and apply feedback

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for:	Nil
Internal Liaison:	Curatorial Research Team, Collections Hub Team members, Museum Experience Team, People & Culture Team, MOTAT Team
External Liaison:	Other Museums and Libraries, researchers

BUDGETARY AUTHORITIES

Nil

SKILLS & EXPERIENCE

- Recently completed Bachelor's degree or current enrolment in postgraduate study in Museum Studies, History, Engineering, Heritage Studies, or a related field
- Foundational understanding of Aotearoa New Zealand rail history (desirable)
- Strong research skills and ability to work with archival and technical material
- Familiarity with museum collections or archival environments
- Proficiency in Microsoft applications
- Strong written and verbal communication skills
- Experience with collection management systems (e.g., Vernon) would be advantageous

OUR VALUES

Ō MĀTUA UARA

Innovation	We will be courageous and try new things.
Collaboration	We will work as a team that respects and supports others.
Integrity	We will act ethically and with respect and transparency.
Sustainability	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.