



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:	Oral Historian
Reports to:	Library & Archives Manager

PURPOSE OF THE ROLE

The Walsh Memorial Library Oral Historian will research, conduct, and document interviews in relation to transport, technology and innovation stories of Aotearoa, and curate content for publication in digital and other formats. This includes recording audio and/or video interviews of both external subjects in line with the MOTAT Collection Policy, enriching the Institutional Archive.

RESPONSIBILITIES

- Undertake in-depth oral history interviews in audio and/or video formats as appropriate, including research, liaison, and completion of required documentation.
- Select and prepare suitable audio/visual content from existing collections (utilising new and/or content produced by contractors) for publication in digital or other required formats, as well as writing contextual material.
- Arrange, process, abstract/ transcribe, and archive interview material.
- Work with the Library & Archive Manager to identify and target specific areas in the collection requiring enrichment in line with MOTAT strategies and the Collection Policy, and with a view of supporting upcoming exhibitions and events.
- Donor management, in consultation with Library & Archives Manager, including managing access restrictions or embargoed new and existing content.
- Follow all museum policies and procedures, including but not limited to, Health Safety & Environment, Collections Policy, LIANZA Code of Professional Conduct, Museums Aotearoa’s Code of Ethics, and Te Tiriti o Waitangi.
- Undertake any other reasonable duties as may be required to ensure that MOTAT and the Walsh Memorial Libraries’ objectives are met.

KEY PERFORMANCE INDICATORS

- Production of high-quality oral histories as per Library annual plan.
- MOTAT’s audio/visual files are maintained and accessible.

- Prompt response to enquiries/communication.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for: n/a

Internal Liaison: Library & Research Team, Collections Team & wider MOTAT Team

External Liaison:

BUDGETARY AUTHORITIES

n/a

SKILLS & EXPERIENCE

- 3-5 years' experience working in a similar role.
- Demonstrated experience in conducting oral history interviews.
- Knowledge of oral history best practice, standards and ethics, and engagement with New Zealand's oral and/or public history communities.
- Thorough understanding around use of recording hardware/software, and transcription tools.
- Highly developed skills in written and oral communication, including ability to produce lively content for a general audience.
- Computer literacy including advanced proficiency of Microsoft packages.
- Understanding of te ao Māori and ability to foster relationships with Māori communities to best reflect the diversity of our audiences, is highly desirable.
- Experience using the Vernon CMS database, or equivalent is desirable.

Ō MĀTAU UARA OUR VALUES

AUAHATANGA INNOVATION

We will be courageous and try new things.

NGĀTAHITANGA COLLABORATION

We will work as a team that respects and supports others.

NGĀTAHITANGA COLLABORATION

We will act ethically and with respect and transparency.

PŪMAUTANGA SUSTAINABILITY

We will foster knowledge and promote technology that is beneficial to our community and environment.

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.