



**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:** Conservator

**Reports to:** Conservation and Collection Care Manager

## PURPOSE OF THE ROLE

As a Conservator, you will have a specialisation in an area of conservation; including, but not limited to: preventive, organics, metals, industrial heritage or library and archive.

As part of the Collection Hub and reporting to the Conservation and Collection Care Manager you will work closely with the Conservation Team to carry out the necessary remedial treatments and preventive programs for a wide range of collection objects and materials required to preserve the Museum's collections.

## RESPONSIBILITIES

With experience in conservation and collection care and utilising museum standards and practices, the focus of the Conservator position is to:

- Plan and carry out preventive measures and remedial conservation treatments to support new acquisitions, accessibility to MOTAT's collection, exhibition and storage requirements.
- Provide input for wider conservation and collection care planning and prioritisation demonstrating time management skills.
- Carry out conservation and collection care programs such as IPM, environmental monitoring, handling, packing, housing of collections.
- Conduct inventories and ordering of conservation supplies.
- Support acquisitions and exhibitions through completing assessments, testing, condition reporting and providing expert advice to relevant teams.
- Work closely and collaboratively with team members and across teams demonstrating interpersonal skills and the ability to effectively communicate conservation interests.
- Follow MOTAT policies and procedures including but not limited to Health and Safety, Security, ICOM-CC, and Museums Aotearoa's Code of Ethics.
- Model behaviours consistent with MOTAT values.
- Undertake any other reasonable duties as may be required to ensure that MOTAT's business objectives are met.

## KEY PERFORMANCE INDICATORS

- Meet specific KPIs as set by the Conservation and Collection Care Manager.

- Expert treatments completed for individual objects using effective conservation approach.
- Positive collaboration with internal departments to achieve collection related objectives.
- Databased documentation of conservation conditions and treatments including photography and following internal documentation procedures.
- Publications and contribute to training of staff.
- Compliance with MOTAT's Health & Safety policy and procedures. Identify and report hazards.

## KEY RELATIONSHIPS / DELEGATED AUTHORITY

<b>Responsible for:</b>	Nil
<b>Internal Liaison:</b>	Conservators, Conservation Cleaning Technician, Registry Team, Library & Archives Team, Curatorial Team, Workshops Team, Exhibitions Team
<b>External Liaison:</b>	Contractors (including electricians, cleaners, construction workers, freight forwarding, and pest control services), other suppliers

## BUDGETARY AUTHORITIES

\$2,000

## SKILLS & EXPERIENCE ESSENTIAL

### ESSENTIAL

- A relevant qualification in conservation and a minimum of three years' experience in a work setting.
- Significant experience (3 + years) with handling, packing, and moving museum collection or art objects.
- Experience carrying out IPM and environmental monitoring of collections.
- Awareness of museum standards and practices in line with NZCCM, ICOM-CC, and Museums Aotearoa's Code of Ethics.
- Ability to do precise, detailed work, taking a methodical approach.
- Experience with Vernon Collection Management System and digital asset management are an advantage.
- Experience with all Microsoft Office applications (Excel, Word, Outlook)
- Awareness of occupational health and safety practices.
- Current full driver's license.
- Ability to stand for extended periods of time and to lift heavy items (up to 23kgs).

### DESIRABLE

- Demonstrable experience with industrial heritage or working collections.
- Experience using mechanical equipment to access objects (e.g. fork lift, pallet lifter), including current fork lift license.
- Experience in carrying out testing and research on objects and suitable materials for display including but not limited to; chemical analysis, materials technology or art historical.
- Membership in a professional body for conservation such as NZCCM.

## **Ō MĀTAU UARA OUR VALUES**

<b>AUAHATANGA INNOVATION</b>	We will be courageous and try new things.
<b>NGĀTAHITANGA COLLABORATION</b>	We will work as a team that respects and supports others.
<b>MOTUHĒHĒTANGA INTEGRITY</b>	We will act ethically and with respect and transparency.
<b>PŪMAUTANGA SUSTAINABILITY</b>	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.*