



**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:** Conservation Technician - Cleaning

**Reports to:** Senior Conservation Technician

## PURPOSE OF THE ROLE

As part of the Collection hub and reporting to the Senior Conservation Technician, the Conservation Technician - Cleaning is responsible for implementing MOTAT's collection care cleaning program. The Technician will assess and carry out cleaning and support programs and procedures for the long-term preservation of the Museum's collections.

The position's main responsibilities are to ensure that cleaning tasks are carried out following best professional conservation practice in a safe and secure manner that complies with current Health & Safety requirements.

## RESPONSIBILITIES

With a sound focus on conservation and collection care and utilising museum standards and best practice; the responsibilities of the Conservation Technician - Cleaning are to:

- Assist the Senior Conservation Technician to carry out the cleaning of collections on display and in storage across M1, M2 and M3.
- Proactively organise the tasks set out in the cleaning schedule and document cleaning activities and records.
- Carry out inventories and ordering of conservation cleaning supplies and equipment.
- Assess surface conditions of collections and then plan cleaning approaches under the guidance of the Senior Conservation Technician and/or Conservator.
- Ensure the cleaning process is undertaken in a safe manner and in compliance with Health & Safety standards and regulations.
- Maintain awareness of conservation best practice in new cleaning methods and equipment.
- Maintain Approved Handler status for working with and the storage of chemicals.
- Carry out successful cleaning and object awareness sessions for the MOTAT Team, as required by the Senior Conservation Technician.
- Under the supervision of a Conservator, carry out salvage of collection objects as required in the event of an emergency that affects or damages museum collections.
- Follow MOTAT policies and procedures including but not limited to Health and Safety, Security, ICOM, and Museums Aotearoa's Code of Ethics.

- Undertake any other reasonable duties as may be required to ensure that MOTAT's business objectives are met.

## KEY PERFORMANCE INDICATORS

- Completion of the cleaning program for objects on display at M1 and M2 to a high standard.
- Progress towards the planning and implementation of improved storage and rehousing of museum collections at M3 completed as per expectations set.
- Meet any other specific KPIs as set by the Senior Conservation Technician.
- Positive collaboration with internal departments to achieve collection related objectives.
- Compliance with MOTAT's Health & Safety policy and procedures.

## KEY RELATIONSHIPS / DELEGATED AUTHORITY

<b>Responsible for:</b>	Nil
<b>Internal Liaison:</b>	Conservator, Senior Conservation Technician, Conservation Technicians, Collection Hub Team & Exhibition Technicians;
<b>External Liaison:</b>	Contractors (including electricians, cleaners, construction workers, freight forwarding, and pest control services)

## BUDGETARY AUTHORITIES

Nil

## SKILLS & EXPERIENCE

- Relevant Conservation qualification or working towards one or, 2 years' demonstrable experience working under a conservator in a museum or professional setting.
- Demonstrable experience of different types of dirt and corrosion and methods of removal.
- Awareness of museum standards and practices in line with NZCCM, ICOM, and Museums Aotearoa's Code of Ethics.
- Competent with manual handling and cleaning equipment.
- Ability to do precise, detailed work, taking a methodical approach.
- Computer literacy and experience with all Microsoft Office applications; especially Excel and Word.
- Demonstrated experience with Vernon CMS (or a similar).
- Current Approved Handler certification or commitment to obtain it.
- Experience using handling, lifting, and slinging equipment.
- Physically fit with good manual dexterity, stamina, and patience.
- Ability to work in warehouse conditions – large museum site with collection storage in unheated buildings.

## OUR VALUES

### Ō MĀTUA UARA

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