



OUR VISION: 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: Assistant Librarian – Institutional Archive

Reports to: Library & Archives Manager

PURPOSE OF THE ROLE

The Assistant Librarian is responsible for the sorting and accurate recording of Walsh Memorial Library holdings specific to MOTAT's institutional archive. Additionally, the Assistant Librarian, is required to assist library users with research queries and image orders.

RESPONSIBILITIES

- Work with the Library & Archives Manager and others across MOTAT to determine the approach to retention of records.
- Proactively work with others across the Museum to ensure that the institutional archive is consistently accurate and up-to-date.
- Be conversant and adhere to all relevant legislation, including the Public Records Act 2005.
- Enhance existing collection records in the Vernon CMS, rehousing where necessary so that all records are consistent and accurate across MOTAT.
- Appraise and catalogue the un-accessioned backlog of items related to the Institutional Archive.
- Follow the acquisition and appraisal process for new material being acquired for the archive
- Accurately document and catalogue the Institutional Archive to internationally recognised standards.
- Progress the digitisation of the archive
- Complete front of house duties as required by the Library & Archives Manager.
- Meet the information needs of the public.
- Contribute to the Library & Archives team and MOTAT goals as outlined in the Annual Business Plan.
- Support the work of all MOTAT Team Members; employees and volunteers.
- Handle library material in a responsible manner and in accordance with MOTAT Collection Care policy.
- Work independently, as required, at MOTAT's storage facility in Penrose.
- Follow all Museum policies and procedures including but not limited to Health & Safety policies and the 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

- 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 relevant legislation and international standards in cataloguing and description.
- Cooperative team involvement and compliance with all MOTAT policies.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for:	Nil
Internal Liaison:	Library & Archives Team, MOTAT Team
External Liaison:	Customers

BUDGETARY AUTHORITIES

Nil

SKILLS & EXPERIENCE

- Bachelor Degree (or higher) in Library & Information Studies, Museum Studies, or equivalent.
- Minimum of 3 years' experience in a similar role.
- Demonstrated experience of retention requirements and care of an institutional archive.
- Computer literacy including advanced Microsoft packages (including SharePoint) and the Vernon CMS database experience, or equivalent.
- Experience with digitising, preferred
- Demonstrated experience working in a customer service environment.
- Demonstrated research experience.
- Experience working in a team environment.
- Experience working in a museum environment preferred.

OUR VALUES

Ō MĀTUA UARA

AUAHATANGA INNOVATION

We will be courageous and try new things.

NGĀTAHITANGA COLLABORATION

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

MOTUHĒHĒTANGA INTEGRITY

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.