



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: Assistant Librarian - Ephemera & Manuscripts

Reports to: Library & Archives Manager

PURPOSE OF THE ROLE

The Assistant Librarian – Ephemera & Manuscripts assists senior library staff in the sorting and accurate recording of Walsh Memorial Library holdings specific to the Ephemera & Manuscripts collection. Additionally, the Assistant Librarian is required to assist library users, both internal and external to MOTAT with research queries.

RESPONSIBILITIES

- Accurately record information about the Ephemera & Manuscripts collection within the Library & Archive's holdings to internationally recognised standards.
- Write acquisition/deaccession proposals for the Ephemera & Manuscripts collection in line with the MOTAT Collections Policy.
- Catalogue, digitise and rehouse the Ephemera & Manuscripts collection.
- Enhance existing Ephemera & Manuscript collection records, so that all records are consistent with internationally recognised standards.
- Catalogue unaccessioned items related to the Ephemera & Manuscripts collection.
- Create new Ephemera & Manuscripts records using Vernon CMS
- Complete front of house duties as required by the Library & Archives Manager, including answering reference enquiries, shelving, photocopying, and scanning.
- Complete external database searches and Vernon database searches.
- Proactively identify items needing conservation treatment and notify the Library & Archives Manager and/or Conservation Manager.
- Contribute to the Library team and MOTAT goals as outlined in the Annual Business Plan.
- Support the work of all MOTAT Team Members, employees and volunteers.
- Meet the information needs of the public.
- Handle library material in a responsible manner and in accordance with MOTAT Collection Care policy.
- 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

- 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 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, Collections Team, Conservation Team, Exhibitions Team MOTAT Team
External Liaison:	Customers

BUDGETARY AUTHORITIES

Nil

SKILLS & EXPERIENCE

- Bachelor's Degree (or higher) in Library & Information Studies, or equivalent.
- Demonstrated understanding of appropriate handling and care of archives.
- Computer literacy including advanced Microsoft packages and advanced Vernon database experience, or equivalent.
- Demonstrated experience working in a customer service environment.
- Experience working in a team environment.
- Experience working in an archive preferred.

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.