



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: Print Shop Operator

Reports to: Technology in Action Manager

PURPOSE OF THE ROLE

The Print Shop Operator operates the MOTAT Print Shop with a goal of demonstrating print technology and bringing it to life in a way that will excite and entertain MOTAT visitors. The Print Shop Operator is also required to ensure that print equipment is appropriately maintained for this safe use.

RESPONSIBILITIES

- Demonstrate the workings of the MOTAT Print Shop.
- Actively engage with the Museum visitors through the operation of the Print Shop and to provide a high-quality visitor experience and print output for MOTAT.
- Operate the Print Shop a minimum of two days each week, focussing on the specific areas of operation and projects requested by the Technology in Action Manager.
- Take responsibility for planning, coordinating and completing maintenance of print equipment and ensuring the Print Shop has consumables required for operation.
- Ensure the Print Shop is maintained in a safe and orderly condition and run to the specified schedule, as agreed with the Technology in Action Manager.
- Actively support the delivery of the visitor experience by providing information to visitors about the objects being operated and technology and innovation stories surrounding print.
- Maintain relevant information on current exhibitions, upcoming events, and promotions.
- Assist the Technology in Action Manager in the day-to-day coordination of Print Shop team members and contractors, ensuring that at least one other team member is present on busy operating days.
- Support the learning and development of other team members, as required.
- Ensure all procedures, processes and documentation pertaining to Print Shop are adhered to and completed correctly and in an efficient manner.
- Attend the monthly Print Shop Working Group meeting and any other meetings, as required.
- Support the Safety and Wellbeing team with the development of Standard Operating Procedures for the Print Shop. Once adopted ensure that these are understood and followed by the team.
- Actively promote a health and safety culture within the workplace and ensure that all health and safety procedures are understood and followed.

- Remain current on all emergency procedures in accordance with the overall Museum Emergency Response policies and procedures.
- Embrace a mindset of continuous improvement in understanding and implementing the principles of Te Tiriti o Waitangi.
- Model behaviours consistent with MOTAT values.
- Comply with all museum policies and procedures including but not limited to Health & Safety and the Museums Aotearoa's Code of Ethics.
- Undertake any other reasonable duties as may be required from time-to-time to ensure that MOTAT's business objectives are met.

KEY PERFORMANCE INDICATORS

- Demonstrated safe operation of the MOTAT Print Shop.
- Number of operating days – minimum of two operating days each week.
- Positive visitor feedback.
- Development and delivery of agreed scheduled inspection and maintenance programmes.
- Safe and appropriate handling of collection objects to prevent damage and reduce conservation requirements.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for: n/a

Internal Liaison: Technology in Action Team, Collections, Exhibitions, Safety and Wellbeing Team, MOTAT Team

External Liaison: MOTAT Visitors, Suppliers, Contractors

BUDGETARY AUTHORITIES

n/a

SKILLS & EXPERIENCE

- 2 – 3 years demonstrated experience operating and maintaining heritage print machinery.
- Experience interacting with visitors of all ages.
- Mechanical knowledge and experience.
- Experience leading teams is an advantage.
- Strong attention to detail and accuracy.
- Excellent interpersonal skills, and
- Knowledge of the print industry in New Zealand.

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.
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.

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.