



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: Exhibitions Coordinator

Reports to: Exhibitions Manager

PURPOSE OF THE ROLE

The Exhibition Coordinator is responsible for the management of the Exhibitions Technicians, the coordination of exhibition builds and installations, and the ongoing maintenance and upkeep of MOTAT's displays. This includes the installation and de-installation of both internally developed and touring exhibitions. This is a leadership role in the Museum's Exhibitions team, with the Coordinator responsible for the quality delivery and maintenance of every exhibition.

RESPONSIBILITIES

- Plan for and lead the installation and de-installation of temporary, touring and permanent exhibitions across MOTAT, working closely with other MOTAT Team Members and contractors to meet the needs of the Museum.
- Think creatively and work collaboratively with designers and curators to devise practical solutions to achieve the creative vision within budget and timeframe.
- Work closely with Exhibitions Project Manager to devise installation and demount plans, lighting plans, and procurement schedules.
- Source, assess for suitability, and manage specialist contractors to deliver on exhibition interactives, build and other aspects of the production process.
- Advise on and oversee the installation and upkeep of the audio visual, multimedia and lighting elements within exhibition spaces.
- Liaise with the Environment & Sustainability team and other applicable team members in the process of exhibition planning and installation, to ensure that resources are available.
- Manage the exhibition maintenance process and the associated budget, leading the Exhibitions Technicians to monitor the exhibitions, respond quickly to faults and be proactive in identifying ongoing maintenance and replacements to minimise downtime of museum displays and interactive elements.
- Maintain exhibition production, procurement and maintenance records for future reference.
- Analyse and forward plan the requirements of the Exhibitions Workshop and storage spaces including tools, equipment, supplies, spaces. Write business cases to obtain the necessary budget and support.
- Keep the workshop stocked with all required supplies to ensure the effective running of the team.
- Lead the asset replacement programme for the Exhibitions team, including the forward planning of asset purchases (lighting, infrastructure, showcases, furniture etc).

- Work closely with the Digital Engagement team and ICT on the procurement and maintenance of digital hardware and software within exhibitions.
- Contribute to budget development for exhibition projects and administer allocated budgets as required.

TEAM LEADERSHIP & MANAGEMENT

- Manage the Exhibition Technicians including day-to-day task allocation and supervision, performance management and skill development.
- Forward plan the workload of the Exhibitions Technicians, to ensure adequate resourcing at critical times and management of leave within the team.
- Identify, document and advocate for the future needs of the exhibition technical team, including short term team enhancements for specific projects.
- Identify skill and knowledge gaps in the team and work with People & Culture to devise a program of skill development or future staff requirements.
- Engage, coordinate and supervise external contractors for the supply and manufacture of exhibitions-related products and services - work closely with contractors (including builders, engineers and fabricators) including creative liaison on solutions, contract negotiation and writing, contract management, invoicing, and dispute resolution.

PROJECT LEADERSHIP & COLLABORATION

- Liaise with the Environment and Sustainability team and others in the MOTAT Team (e.g. the Collection Workshops and Public Programmes team members) as required, to ensure the visitor offer is seamlessly presented to the public.
- Willingness to help the wider MOTAT team with advice, input and physical assistance from time to time. Understand and help advocate for the whole organisation and the visitor experience outcome.
- Provide internal management reports, as required.
- Actively support the delivery of the MOTAT visitor experience.
- Contribute to the management of MOTAT through participation in the Operations team and through the business planning process.
- Follow all museum policies and procedures including but not limited to Health & Safety and the Museums Aotearoa 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

- Exhibitions are installed and de-installed in accordance with agreed timelines, the installation and team budgets are met, and exhibition construction meets specifications.
- Regular meetings relating to the design and installation of exhibitions and displays are convened, as required.
- Any potential clashes in the demand for resources, or issues with the display of collection items are identified early and resolved.
- All relevant people are aware of the implications of the exhibition installation, design and process as it affects their contribution.
- Achievement of Annual Plan Objectives.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for:	Exhibitions Technicians
Internal Liaison:	Exhibitions, Environment & Sustainability, Public Programmes, Collections Workshops, Registry, Conservation, People & Culture, MOTAT Team
External Liaison:	Industry Sector Groups, Professional Associations

BUDGETARY AUTHORITIES

\$2,000

SKILLS & EXPERIENCE

- Minimum 3 years exhibitions delivery / technical installation experience.
- Demonstrated experience and understanding of a wide range of activities related to the fabrication, installation and maintenance of museum exhibitions, including design production, construction, and lighting design.
- Understanding of lighting design and the technical aspects of lighting.
- Experience working with Audio Visual, Multimedia and ICT installations.
- Excellent understanding of collection care, particularly as it relates to exhibition showcases, object mounts, display environments, movements and handling.
- Interpersonal skills with a demonstrated ability to relate to people at all levels and an ability to develop positive working relationships.
- Strong administrative, time management and project management skills.
- High degree of computer literacy and demonstrated competence in Microsoft Office applications (Excel, Word, PowerPoint, Outlook).
- Demonstrated people management or team leadership experience.

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.