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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: Registry Assistant

Reports to: Head of Registry

PURPOSE OF THE ROLE

The Registry Assistant will assist in the successful delivery of registry activities and projects within MOTAT, including the accurate recording and documentation of collection objects using Vernon CMS, ensuring that these activities are delivered to a high standard.

In particular, the Registry Assistant is responsible for the effective processing of object data relating to acquisitions, object storage and movements, exhibitions and public programmes. The Registry Assistant will also perform critical Registry activities associated with object documentation, collection review and collection projects.

RESPONSIBILITIES

- Under the direction of the Head of Registry, ensure the effective delivery of registry projects that are aligned to the achievement of the Museum's Annual Plan and Strategy.
- Ensure that all registry functions are delivered to a high standard, ensuring that collection policies, procedures, and practices developed by the Head of Registry or Assistant Registrar are adhered to.
- Enter object data into Vernon CMS relating to incoming acquisitions or found in collection objects ensuring that object related data is accurate, reliable, and meets Registry team guidelines.
- Create and apply labels to a range of collection objects following recommended collection management standards or on advice from the Head of Conservation and Collection Care.
- Ensure that all documentation associated with activities such as acquisitions, deaccessions, movements, events and exhibitions are digitised and attached to collection records in Vernon CMS.
- Create and maintain MOTAT event records within Vernon to track object operation and usage.
- Maintain and file all relevant registry documentation in both physical and electronic format.
- In collaboration with other Collections hub team members, receive and process both digital and physical documentation relating to Museum projects.
- Update location information for collection objects using Vernon CMS following established processes ensuring that location data is accurate and updated promptly.
- Perform periodic audits of location data during packing and relocating to ensure that object records have been correctly located within Vernon records, packaging units or other physical locations, and that data and records are accessible, accurate, and reliable.

- Update storage labels for objects, packing units, boxes and pallets when required following established Registry standards.
- Identify anomalies in object records or location data on Vernon CMS and perform basic corrections, as advised by the Head of Registry or Assistant Registrar.
- Assist with object data review projects within the Vernon CMS to increase access and ensure the integrity of all collection related data.
- Document hazardous materials into Vernon and label any hazardous objects appropriately according to collection management, registry procedures and Health and Safety Guidelines, under the direction of the Registrar or Assistant Registrar.
- Photograph objects both for documentation and Museum Experience purposes and attach images to all relevant Vernon records.
- Assist the Assistant Registrar with managing the tracking and documentation of the vehicle registration process for MOTATs vehicle collection within Vernon CMS.
- Assist with Registry aspects of the Exhibitions and Public Programmes, including but not limited to assisting with object installations, de-installations, and object movements including all associated location updates in Vernon.
- Conduct research and collection review activities for the object collection, as requested by the Head of Registry.
- Carry out deaccession and disposal processes in collaboration with the Head of Registry and Assistant Registrar as requested.
- Conduct and support object movements when required for internal storage movements, acquisitions, exhibitions, events and collections projects.
- Follow all MOTAT policies and procedures including, but not limited to, Health and Safety and the Museums Aotearoa Code of Ethics.
- Undertake any other reasonable duties as may be required to ensure that MOTAT's objectives are met.

KEY PERFORMANCE INDICATORS

- Ensure that object records are accurate, of high quality, updated promptly, and consistent with current standards of processing regarding accuracy and accessibility.
- Ensure that objects are handled, labelled, and housed in a manner that prevents damage and poses minimal risk to their long-term preservation.
- Achieving advancement of collection registration processes and reducing accessioning and found in collection backlogs.
- Positive collaboration with other team members and hubs to achieve core objectives.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for:	Nil
Internal Liaison:	Assistant Registrars, Director - Collections, Conservation and Collection Care Team, Curatorial and Research Team, Library and Archives Team, Collection Workshops Team, Maintenance, Environment & Sustainability Team, Members of Project Teams.
External Liaison:	Museum Sector Groups, Members of the Public

BUDGETARY AUTHORITIES

Nil

SKILLS & EXPERIENCE

- Degree in Museum Studies or equivalent qualification.
- Minimum of one (1) year handling museum collections.
- Proficient knowledge of Vernon CMS, or similar databases, and experience with object cataloguing.
- Proficient to advanced knowledge of location functions of Vernon CMS including bulk and batch location changes.
- A strong attention to detail.
- Excellent time management skills and ability to prioritise tasks.
- Self-motivated, organised and an ability to cope under pressure.
- Awareness of hazardous materials in museum collections.
- Knowledge of photography principals or experience with object photography.
- Excellent written and oral communication skills.
- Demonstrated ability to research and communicate results.
- Ability to work independently or as part of a team.
- Ability to regularly lift weights (not more than 25kg).
- Full driving license
- Forklift license (desirable).

Ō MĀTAU UARA OUR VALUES

AUAHATANGA <i>INNOVATION</i>	We will be courageous and try new things.
NGĀTAHITANGA <i>COLLABORATION</i>	We will work as a team that respects and supports others.
MOTUHĒHĒTANGA <i>INTEGRITY</i>	We will act ethically and with respect and transparency.
PŪMAUTANGA <i>SUSTAINABILITY</i>	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.