



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: Print Shop Operator (Fixed Term)

Reports to: Collection Operations Coordinator

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.

In the period of this fixed term agreement, the focus of the role will be on 1) operating the Print Shop to support the establishment of the MOTAT Working Every Day programme, 2) developing and delivering an inspection and maintenance programme, and 3) supporting the Health and Safety team to establish SOPs for the Print Shop.

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 Collection Operations Coordinator.
- 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 Collection Operations Coordinator.
- 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 Collection Operations Coordinator 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 Health and Safety 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.
- Model behaviours consistent with the MOTAT values.
- Follow all museum policies and procedures, including, but not limited to MOTAT Collections Policy, Health and Safety 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

- 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: Collection Operations, Collections, Exhibitions, Health and Safety, 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.

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.