



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 – Institutional Archive & Records

Reports to: Library & Archives Manager

PURPOSE OF THE ROLE

The Assistant Librarian assists senior library staff in the sorting and accurate recording of Walsh Memorial Library holdings specific to MOTAT’s institutional archive. Additionally, the Assistant Librarian, is required to assist library users with research queries and image orders. Further to this, the role will help drive development and implementation of MOTAT’s Information Management Framework.

RESPONSIBILITIES

- Work with the Library & Archives Manager and others across MOTAT to determine the approach to retention and disposal of records.
- Proactively work with others across the Museum to ensure that the Institutional Archive is consistently accurate and up-to-date.
- Be conversant and adhere to all relevant legislation including; the Public Records Act 2005, the Privacy Act 1993 and the Local Government Official Information & Meetings act 1987.
- Enhance existing collection records, so that all records are consistent and accurate across MOTAT.
- Catalogue unaccessioned items related to the Institutional Archive.
- Catalogue and rehouse (where necessary) the Institutional Archive.
- Accurately document and catalogue the Institutional Archive to internationally recognised standards.
- Create new and enhance existing records using Vernon CMS.
- Complete front of house duties as required by the Library & Archives Manager.
- Meet the information needs of the public.
- Contribute to the Library & Archives team and MOTAT goals as outlined in the Annual Business Plan.
- Support the work of all MOTAT Team Members; employees and volunteers.
- Handle library material in a responsible manner and in accordance with MOTAT Collection Care policy.
- Work independently, as required, at MOTAT’s storage facility in Penrose.
- Model behaviours consistent with MOTAT values and the MOTAT competency framework.
- Follow all museum policies and procedures, including, but not limited to Health & Safety and 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

- Development of an audience and stakeholder plan for the Museum's Aviation Display Hall.
- Development of an exhibition plan for MOTAT's Aviation Display Hall, with an emphasis on the collection, accuracy of information, and visitor appeal.
- Development of briefs (writing, design, and others) to enable the delivery of the exhibition plan over time.
- Development of supporting materials to assist with grant and funding applications.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for: Nil

Internal Liaison: Library & Archives Team, ICT Team, MOTAT Team

External Liaison: Customers, External Vendors, Consultants

BUDGETARY AUTHORITIES

Nil

SKILLS & EXPERIENCE

- Bachelor's degree (or higher) in Library & Information Studies, Museum Studies, or equivalent.
- Minimum of 3 years' experience in a similar role.
- Demonstrated experience of records management practice and care of an institutional archive.
- Computer literacy including advanced Microsoft packages and the Vernon CMS database experience, or equivalent.
- Demonstrated experience working in a customer service environment.
- Demonstrated research experience.
- Experience working in a team environment.
- Experience working with external vendors/consultants
- Experience working in a museum environment 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.