



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: Exhibitions Technician

Reports to: Production Manager

PURPOSE OF THE ROLE

As Exhibitions Technician you will be part of the team responsible for the construction, fabrication and installation of temporary and long-term exhibitions, and for the on-going maintenance of exhibitions and displays.

RESPONSIBILITIES

- Responsible for the construction, fabrication, and installation of exhibition display furniture, exhibition sets, mounts and some physical interactives.
- Responsible for maintenance and repair of long-term and temporary exhibition components, as directed by the Production Manager or Senior Technician.
- Responsible for the de-installation of temporary and long-term exhibitions at change-over time.
- Assist with unloading, unpacking, installation, dismantling and repacking of touring exhibitions and installations.
- Assist with the maintenance and repair of digital and audio-visual exhibition elements.
- Assisting with maintaining a clean, tidy, safe and well organised workshop.
- Assist with problem-solving and finding creative solutions for producing exhibition components.
- Demonstrating good time-management and planning skills to deliver multiple tasks simultaneously, with minimal oversight.
- Assist with maintaining a safe working environment.
- Embrace a mindset of continuous improvement in understanding and implementing the principles of Te Tiriti o Waitangi.
- Model behaviours consistent with MOTAT values and MOTAT competency framework.
- Comply with all museum policies and procedures including but not limited to Safety & Wellbeing 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

- Exhibition components are created on time, to a high standard, as per the project brief.
- Long-term and temporary exhibits are maintained to a high standard, as per the agreed schedule.
- Exhibition production dates are met as per the agreed schedule.
- Maintenance issues are responded to quickly and efficiently to ensure that exhibits and displays are kept operational.
- Team communications are open and effective.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for:	n/a
Internal Liaison:	Production Manager, other Exhibitions Technicians, Exhibitions team, Environment & Sustainability Team, Health & Safety team, Public Programmes team, other MOTAT staff and volunteers
External Liaison:	Contractors (Electrical, Security, Lighting, Fabrication, etc.), Designers

BUDGETARY AUTHORITIES

n/a

SKILLS & EXPERIENCE

- Experienced in a range of fabrication and construction materials and techniques.
- Driving Licence (essential) and Forklift Licence (desirable)
- Ability to solve problems and work independently while maintaining a safe working environment.
- Attention to detail and a pride in the work undertaken.
- Ability to diagnose basic mechanical and technical problems and develop solutions to fix issues.
- Experience in completing multi-disciplined tasks that involve effective liaison with internal team and external contractors (electricians, fabricators, etc.)
- Basic CAD skills (desirable)
- Experience handling museum objects (desirable)
- Willingness to maintain high standards of museum practice.
- Willingness to occasionally work flexible hours, including early mornings, evenings, holidays and weekends.

OUR VALUES Ō MĀTOU UARA

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.

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.