



To 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: Assistant Librarian - Ephemera & Manuscripts

Reports to: Head of Library & Archives

PURPOSE OF THE ROLE

The Assistant Librarian sorts and accurately records holdings specific to the Ephemera & Manuscripts collection in the Walsh Memorial Library. Additionally, the Assistant Librarian is required to assist library users, both internal and external to MOTAT, with research and image requests as well as facilitating and managing donations to the library.

RESPONSIBILITIES

- Accurately record and enhance information about the Ephemera & Manuscripts collection within the Library & Archive's holdings to internationally recognised standards.
- Catalogue, digitise and rehouse the Ephemera & Manuscripts collection.
- Catalogue unaccessioned items related to the Ephemera & Manuscripts collection using Vernon CMS.
- Enhance existing Ephemera & Manuscript collection records, so that all records are consistent with internationally recognise standards.
- Develop and maintain relationships with donors.
- Welcome and host visitors, donors, and key groups of interested parties in the library space.
- Proactively liaise with internal teams to promote the collections held at the library.
- Work with Exhibitions and Conservation teams to produce exhibitions in the WML space.
- Proactively identify items needing conservation treatment and notify the Head Library & Archives/Head of Conservation and Collection Care.
- Improve collection management and collection storage through the development of working practices across the library.
- Complete front of house duties as required by the Library & Archives Manager, including answering research enquiries, shelving, photocopying, and scanning.
- Complete external database searches and Vernon database searches.
- Support and implement practices that include expectations around tikanga and Te Ao Māori.
- Contribute to the Library team and MOTAT goals as outlined in the Annual Business Plan.

- Support the work of all MOTAT Team Members, employees, and volunteers.
- Meet the information needs of the public.
- Embrace a mindset of continuous improvement in understanding and implementing the principles of Te Tiriti o Waitangi.
- Model behaviours consistent with MOTAT values.
- 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

- Safe storage of collection items to prevent damage and reduce conservation requirements.
- Advancement of collection cataloguing to reduce backlogs.
- Accurate data matching and data inputting.
- Adherence to international standards in cataloguing and description.
- Cooperative team involvement and compliance with all MOTAT policies.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for:	Nil
Internal Liaison:	Library & Archives Team, Collections Team, MOTAT Team
External Liaison:	Customers, Donors

BUDGETARY AUTHORITIES

Nil

SKILLS & EXPERIENCE

- Bachelor’s Degree (or higher) in Library & Information Studies, or equivalent.
- Demonstrated understanding of appropriate handling and care of archives.
- Computer literacy including advanced Microsoft packages and advanced Vernon database experience, or equivalent.
- Demonstrated experience working in a customer service environment.
- Experience working in a team environment.
- Experience working in an archive preferred.

Ō MĀTAU UARA OUR VALUES

AUAHATANGA INNOVATION

We will be courageous and try new things.

NGĀTAHITANGA COLLABORATION

We will work as a team that respects and supports others.

MOTUHĒHĒTANGA INTEGRITY

We will act ethically and with respect and transparency.

PŪMAUTANGA SUSTAINABILITY

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.