

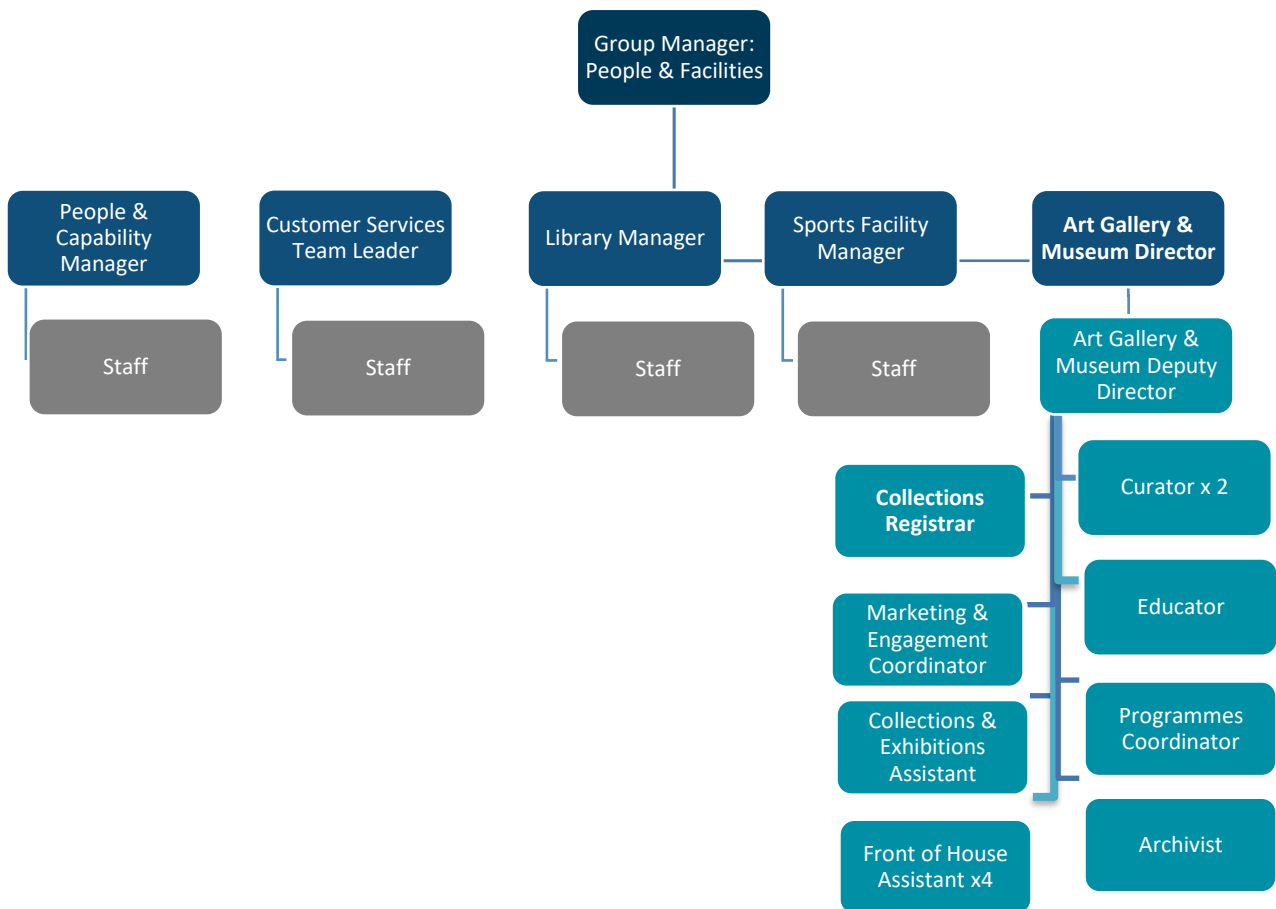
Position Description

Position Title:	Collections Registrar
Reports To:	Art Gallery and Museum Deputy Director
Team:	Ashburton Art Gallery and Museum
Group:	People and Facilities
Employment Type:	Permanent, Full time
Date Modified:	September 2024

Purpose

To professionally manage the Ashburton Art Gallery and Museum’s heritage collections, ensuring that Whakatere Ashburton’s cultural heritage is preserved and catalogued to a high standard and made accessible to our community and wider audiences.

Group Structure



Our Story

our Purpose

Supporting our communities to thrive by working together to provide services and places for people to connect, grow, live, work and play.

our Values

Our Values describe how we are going to achieve our purpose and vision, and they underpin how we work; they support how we make decisions, how we treat each other and our communities, and how we behave everyday. They guide us all and they apply to everyone in our organisation, no matter where we work or what we do.



- ✓ Build trust by communicating openly and acting with integrity
- ✓ Apply a customer lens to everything we do
- ✓ Make responsible decisions by balancing different needs
- ✓ Plan for our future and think sustainably
- ✓ Take responsibility and "own" our roles



- ✓ Know our stuff and encourage knowledge sharing and professional growth
- ✓ Learn from our successes and mistakes
- ✓ Aim to improve and innovate by questioning the status quo & bringing ideas to life
- ✓ Focus on solutions
- ✓ Follow through with our commitments



- ✓ Collaborate and tackle challenges together
- ✓ Work with and for our communities
- ✓ Think about how our work impacts others
- ✓ Acknowledge and celebrate our achievements
- ✓ Value and encourage social connections



- ✓ Encourage diverse ideas
- ✓ Keep an open mind
- ✓ Have empathy for and support one another
- ✓ Care for the wellbeing and safety of ourselves and others
- ✓ Seek to understand what is important to others

Key Accountabilities

Collections Registrar Duties

- Provide professional management of collections by upholding industry standard procedures for acquiring and accessioning items, processing incoming and outgoing loans, and caring for collections entrusted to the care of the gallery and museum.
- Utilise relevant collection policies for acquisition decisions, prepare reports regarding proposed accessions or deaccessions, and any other collections reports as required.
- Utilise collection management software to catalogue both newly acquired and existing collections to a high standard and update catalogue records as required
- Publish catalogue records/images to our Collections Online website, ensuring that collections are made progressively available to remote researchers and wider audiences
- Ensure compliance for all legal implications of collection management, and immediately report any concerns or risks identified.
- Work closely with both the Archivist and Collections and Exhibitions Assistant to ensure consistent practices across artwork, object, archive and photographic collections.
- Coordinate and monitor environmental and physical requirements in storage and exhibition areas. Maintain procedures for collections hazard reporting and Integrated Pest Management.
- Advise on preventative conservation measures for collections. Maintain sound procedures for regular environmental monitoring, reporting and preventive conservation.
- Identify and seek opportunities for continuous improvement in collections management and associated tasks.
- Research and write about collections for purposes including publicity, reporting, exhibition didactics, online collections, digital programmes, media and publications, as required.
- Act with integrity and respect to foster strong stakeholder relationships i.e with our communities, Ashburton Museum & Historical Society and the Ashburton Art Gallery Committee.
- Manage work programmes and training for collections staff, volunteers and interns undertaking collections projects, monitor and report on progress, ensuring work is completed to accepted industry standard.
- Ensure best practice collections procedures are followed by self and others under your supervision.
- Oversee development and implementation of emergency/disaster plans and procedures for collections held at the museum and gallery.
- Monitor security for items on display or in storage, reporting and documenting any concerns promptly.
- Represent the gallery and museum and participate in regional and national forums related to collections.

General Duties

- Maintain effective communication within the team, with your supervisor and external stakeholders.
- Ensure all work and display areas are kept tidy, clean, and safe.
- Assist with visitor host duties, welcoming visitors and stakeholders as required.
- Participate in the design, promotion, installation, de-installation, openings, and events associated with exhibitions as required.
- At the request of the Director, support the initiatives of the Ashburton Art Gallery Committee and the Ashburton Museum and Historical Society.
- Ensure all established start and end of day procedures, including security, are followed.

Corporate Contribution

- Contribute to and follow the organisation's governance, corporate plans, policies, projects, initiatives and strategies.
- Participate in performance development and assessment processes.
- Contribute to and follow health and safety policies and procedures, including accurate reporting.
- Ensure proper care and use of plant, vehicles and equipment.
- Assist in providing civil defence functions and / or maintain the provision of essential services in emergency management events.
- Undertake any other relevant duties, including attending out of hour's meetings as requested by your Manager or Group Manager.

Position Requirements

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

Personal Qualities

Detail Focus

- Observes fine details and identifies gaps in information.
- Prefers to follow processes to complete tasks.
- Considers maintaining levels of accuracy of high importance.

Integrity

- Committed to the community interest.
- Inspires trust by treating all individuals fairly.
- Relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds.

Decisiveness

- Makes rational decisions based on a consideration of the facts and alternatives, evaluating rational and emotional elements of the situation.
- Makes tough decisions based on available facts.
- Commits to a definite course of action.

Creativity and Innovation

- Draws on a range of information sources to identify new ways of doing things.
- Translates creative ideas into work process improvements.
- Reflects on experience and is open to new ways to improve processes.

Knowledge and Skills

Organisational skills

- Sets clearly defined objectives and priorities to ensure goals and deadlines are met.
- Prioritises activities and operates accordingly, reviewing and adjusting as required.
- Recognises actual and potential barriers and finds effective ways to deal with them.

Consult and Advise

- Clarifies needs and expectations of roles, processes and outcomes.
- Develops flexible and practical solutions or recommendations to complex problems.
- Communicates regularly with others providing advice in area of expertise.

Initiative and Enthusiasm

- Demonstrates enthusiasm, commitment and capacity for sustained effort and hard work.
- Demonstrates a proactive and self-starting approach.
- Sets high standards of performance for self and others, ensuring ownership of actions.

Specialist Expertise

A relevant tertiary qualification or at least three years of relevant work experience.

A sound understanding of best practice in collections management and collections management systems as applied to museums and galleries.

Knowledge of tikanga Māori and Te Tiriti o Waitangi as applied to museums and galleries would be an advantage.

A passion for making collections more accessible and engaging to communities in innovative ways

Note

Specific performance measures for this position will be discussed between the position holder and their manager through the performance development review process. From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.