

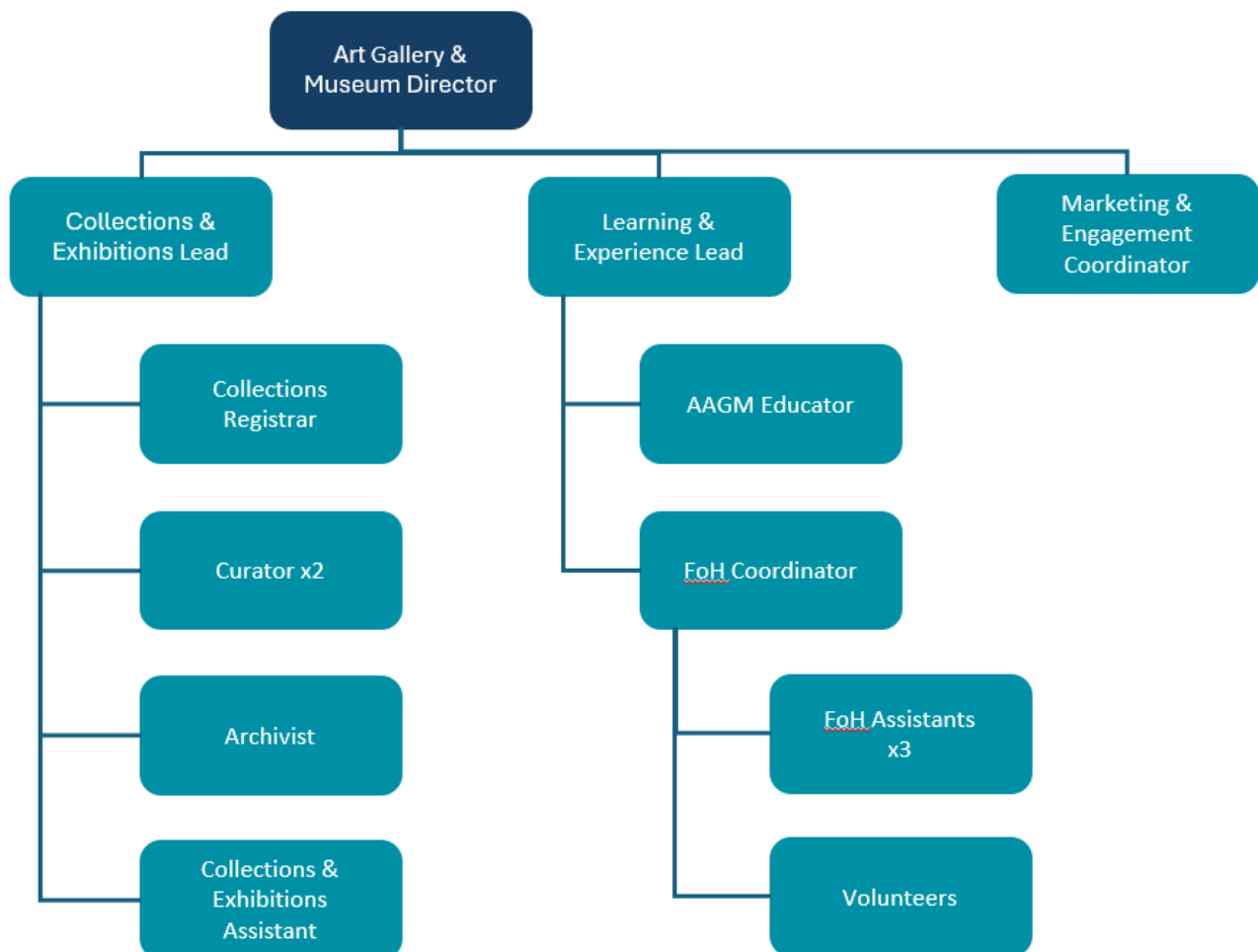
Position Description

Position Title:	Art Gallery and Museum Director
Reports To:	Group Manager: People and Facilities
Team:	Art Gallery and Museum
Group:	People and Facilities
Employment Type:	Full time, Fixed Term – (Parental Leave Cover)
Date Modified:	December 2025

Purpose

To effectively manage and enhance the operations of Rokowhiria the Ashburton Art Gallery and Museum, delivering engaging experiences that connect the community with the heritage, art, and culture of our District, New Zealand and global perspectives.

Team Structure



Purpose

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

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.



WE DO WHAT'S RIGHT

Ka mahi tika ai tātou

- ✓ 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



WE MAKE IT HAPPEN

Ka whakarite ai tātou

- ✓ 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



WORK AS ONE

Pakihiwitahi ai tātou

- ✓ 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



WE RESPECT EVERY VOICE

Kauanuanu ana ngā reo ai tātou

- ✓ 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

Art Gallery and Museum Services

- Lead and champion the ongoing management of a joint Art Gallery & Museum activity, maximising efficiencies, and service level gains through the cohesion of one team.
- Oversee the development and delivery of high-quality services, including exhibitions, events and programme schedules that are innovative, engaging and showcase our District to locals and visitors, including research services, collection management, archives, digital projects and customer service.
- Identify and implement varied methods to share knowledge of art, culture, history and heritage for diverse audiences, including mana whenua, multicultural newcomers, across a variety of platforms.
- Attract, retain and lead high performing team members, both employees and volunteers, establish work programs, maximise resource use and levels of service, and foster a proactive and productive culture by developing all staff through appropriate training and encouragement.
- Guide, plan and establish long term strategies, which include excellence and continuous improvement in service levels and standards.
- Oversee, establish and guide professional management of collections, exhibitions and taonga, including the resolution of legal or practice issues and negotiation and agreement on any contractual terms.
- Take responsibility for the art gallery, museum and archive collections, ensuring that standards for the conservation, preservation, documentation, security, research and display and promotion of collections meet with established best practice.
- Maintain budgetary control, identify and develop revenue generating activities, oversee resource purchasing, employee costs, cash handling, payments, fees and charges in accordance with Council policy or procedures.
- Proactively inform the community or specific user groups of programmes, events or services offered by the art gallery and museum, working in co-ordination with the Communication team as needed.
- Build relationships, share information and work effectively with all other areas of Council, providing timely technical and operational input into shared work programmes, reports and documents.
- Monitor and record patronage statistics and accurately report on financial and non-financial performance and significant operational matters to the Executive and Council, within required timeframes.
- Advise the Executive and Council of significant changes to services, facility requirements and policy.
- Liaise with the Ashburton Art Gallery Incorporated, the Ashburton Museum & Historical Society Incorporated, takata whenua, and collection stakeholders, reporting or advising on collections activity, as required.
- Effectively represent Council at industry or community group meetings, building productive relationships with art gallery and museum professionals, heritage organisations, businesses, community groups or schools.

Corporate Contribution

- Contribute to and follow the organisation's governance, corporate and business 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 Group Manager, the Executive, the Ashburton Art Gallery Incorporated, and the Ashburton Museum & Historical Society Incorporated.

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

Customer Focus

- Listens to customers and actively seeks to meet or exceed customer needs.
- Looks beyond the obvious to improve levels of service.
- Committed to delivering high quality outcomes for customers.

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.

Relationship Building

- Promotes understanding and compromise through diplomatic handling of conflict.
- Forges useful partnerships with people across business areas, functions and organisations.
- Builds trust through consistent actions, values, communication and minimising surprises.

Self Confidence

- Conveys confidence through body language and communication style.
- Listens and considers other points of view, trusting own ability to respond appropriately.
- Aware of how behaviour is interpreted by others and modifies appropriately.

Knowledge and Skills

Communication Skills

- Organises information in a logical sequence using content appropriate for the purpose and audience, obtaining feedback to ensure understanding.
- Speaks clearly, concisely and confidently using a polite and considerate manner.
- Ensures written communication contains the necessary information to achieve their purpose.

Computer Skills

- Able to use and develop skills in common software applications used for word processing, spread sheeting and email.
- Understands the fundamental principles of information management including the importance of saving conventions, securing sensitive documents etc.
- Ability to navigate and use Council's core software application ensuring accuracy and efficiency.

People Management

- Aligns team with the organisational values and goals through effective people management and modelling.

Maximises effectiveness by selecting, developing, managing and motivating a high performing team.
Clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates employee development.

Stakeholder Management

Identifies and manages a range of complex and often competing needs.
Identifies issues in common for one or more stakeholders and uses them to build mutually beneficial partnerships.
Finds innovative solutions to resolve stakeholder issues.

Resource Management

Develops and maintain budgets, anticipating and managing risk.
Negotiates for necessary resources from budgets and other sources.
Decisively manages financial issues and responsibilities and challenges others to seek more efficient ways of doing things.

Specialist Expertise

A relevant tertiary qualification (a post-graduate qualification in Art and/or Museum studies is desirable)
At least 5-10 years' experience relevant industry experience, including 3 years in management, ideally in an art gallery or museum environment.
Sound knowledge and experience of legislative requirements and practice standards associated with art, archive and object collections management.
Demonstrated interest in regional art galleries and museums, strong awareness of Aotearoa New Zealand history, art history and contemporary practice – preferable.