

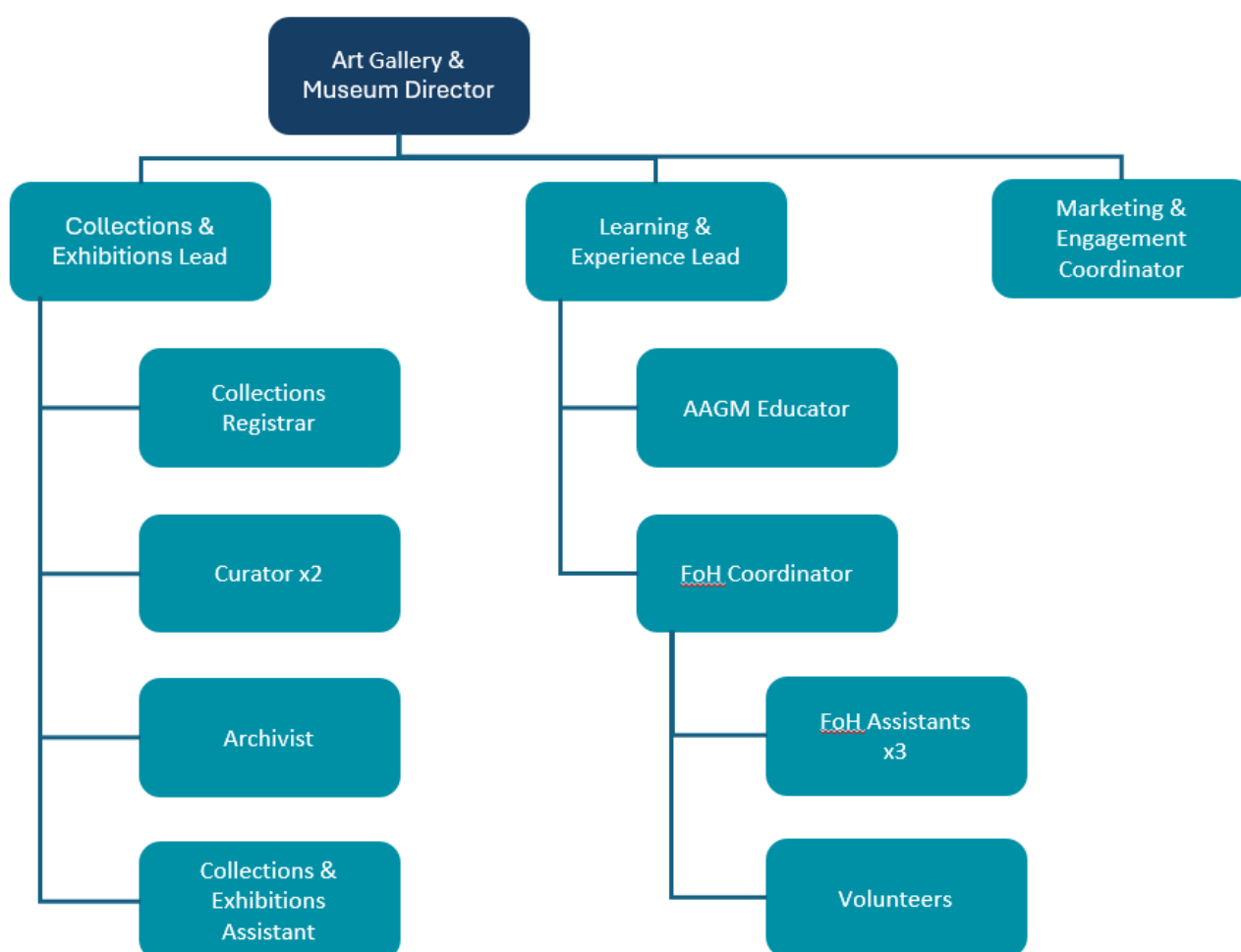
Position Description

Position Title:	Collections & Exhibitions Lead
Reports To:	Art Gallery and Museum Director
Team:	Art Gallery and Museum
Group:	People & Facilities
Employment Type:	Permanent, full time
Date Modified:	March 2025

Purpose

To assist the Director in the effective management, development and operation of the Collections & Exhibitions team within the Ashburton Art Gallery and Museum, providing specialist knowledge, hands-on support and strategic guidance.

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 *Kauauanu 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

Exhibition and Collection Services

- Manage all employees and volunteers within the Collections & Exhibitions team, assigning projects, evaluating performance and creating a culture of continuous learning and improvement.
- Effectively lead the development and delivery of all exhibition programmes and collection activities within agreed budgets, ensuring that all targets are met to a high standard.
- Provide the expertise & hands-on support to manage and enhance diverse collections, including research services, collection development, archive management, and digitization projects.
- Build community relationships, work in partnership with iwi, cultural or minority communities to ensure the AAGM is connected to Whakatere Ashburton's diverse populations.
- Integrate inclusive practices that support and celebrate the diversity of Whakatere Ashburton.
- Prepare and implement all relevant policies, strategies and procedures to develop and champion best practise in curatorial methodologies, collection management and interpretation.
- Provide oversight and mentoring of the team to produce interpretative and critical written material related to the exhibition programme and collection items.
- Prepare, analyse, monitor, and report on budgets and performance relevant to the Collections & Exhibitions team.
- Oversee collection audits, preventative conservation programmes and collection documentation.
- Oversee project timelines, budgets and resource allocation for maximum efficiency and outputs while ensuring the highest standards in exhibition delivery, collection care, documentation and accessibility. Provide hands-on support and technical guidance for installations when needed.
- Manage and support the health, safety and well-being of team members while monitoring risk and hazards registers of collection stores and temporary exhibitions.
- Collaborate closely with the Learning & Experience Lead to maintain information flow across the AAGM and ADC.
- Promote and enhance the professional image of the AAGM within and external to ADC by providing a high standard of visitor service through courteous and professional interaction.
- 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 when required.
- Professionally represent AAGM at industry or community group meetings when required, building productive relationships with art gallery and museum professionals, heritage organisations, community groups or schools.
- When requested, liaise with the Ashburton Art Gallery Committee, Ashburton Museum & Historical Society Incorporated, takata whenua, and collection stakeholders, reporting or advising on collections activity, as required.
- Undertake duties delegated by the Director, including providing cover during the Director's absence.

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 when requested by the Director 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

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.

Teamwork

- Cooperates, collaborates and shares information with others in pursuit of team goals.
- Shows consideration, concern and respect for others' feelings and ideas while accommodating to their style of working.
- Encourages constructive resolution of conflict within a group.

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.

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.

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.

Specialist Expertise

Fully conversant with contemporary gallery and museum practice.

A relevant tertiary qualification and at least five years' relevant work experience in an intermediate to senior role within a museum, gallery or other such organisation, preferably with some supervisory experience.

Experience using industry specific software applications such as collections management systems.

Sound knowledge and experience of legislative requirements and practice standards associated with archive and object collections management.

Skilled people manager with proven project management experience.

Established networks in GLAM sector preferable.

A commitment to biculturalism, upholding the principles of Te Tiriti o Waitangi and an understanding of tikanga Māori.