

# Assistant Curator Art

## Position Description

<b>Directorate:</b>	Collections and Research	
<b>Reports to:</b>	Head of Art	
<b>Delegated Authority:</b>	<b>Financial</b>	N/A
	<b>Human Resources</b>	N/A

### Tuia te tangata, tuia ngā kōrero, tuia ngā taonga Connecting people, taonga and stories

Te Papa's mission is to understand the past, enrich the present and meet the challenges of the future. Te Papa is more than just the national museum that houses New Zealand's treasures. It is a meeting place, a place for lifelong learning, and a place that inspires a sense of wonder and connection.

Biculturalism is a founding philosophy and practice of Te Papa designed to explore the contribution of Māori language and culture to the life, culture and activities of the museum in small and large ways. Te Papa fosters and nurtures cross-cultural capability, the ability of people of different cultural backgrounds to interact with one another in positive and uplifting ways.

Te Papa's three values Whanaungatanga (Teamwork), Manaakitanga (Respect) and Auahatanga (Creativity) are at the centre of how Te Papa works. Working actively in the cultural sector and in partnership with iwi Te Papa connects people taonga and stories.

Te Papa is an amazing organisation to work for with bold aspirations for the future.

### Ka pēhea tō whai wāhi atu The Directorate

The Collections and Research Directorate is home to our core museological capabilities that collect, curate, conserve, and protect Taonga in order to deliver on Te Papa's mission as New Zealand's national museum. Physical and digital access to our collections and expertise is provided through activities spanning curatorial research, collection management and development, conservation, exhibition development and outreach. Collection and Research's strong leadership, technical expertise, and ability to build enduring relationships with external agencies and communities, ensures we extend accessibility, and that we are recognised as a centre of museological excellence.

### Ko te āhua e whai hua ai te tūranga Position purpose

This position is designed to provide future Curators with a solid grounding in working with museum collections, and is an entry level role into a museum curatorial career pathway. The position will work with curators on: collection development, lending, exhibitions, publication, media and events. The Assistant Curator Art will provide curatorial assistance to the Art Team to increase organisational capacity overall, with a focus in the area of historical art.

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## Ka kawea e koe te aha Key accountabilities

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- Model Te Papa's Uara/Values and deliver on Mana Taonga principles throughout the work programme
- Contribute to collection development, management and planning for the Historical Art portfolio.
- Conduct research and identify and recommend acquisitions of museum objects; develop acquisition proposals and acquire items for Te Papa's collections according to the approved proposals and in accordance with Te Papa policies.
- Contribute to the research, development and delivery of upcoming exhibition projects
- Research and draft text for a range of outputs, including exhibition text and catalogue entries
- Support acquisitions and loans activities by liaising nationally and internationally, establishing and/or maintaining relationships with artists, museums, galleries, cultural organisations, dealers and private collectors.
- Contribute to the development and delivery of informative and engaging public programmes for members of the public, tertiary and community groups
- Contribute to the development of art interpretation and education initiatives to reach a broad spectrum of audience groups
- Demonstrate a commitment to keeping up to date with national and international developments in curatorial and art historical research and practice

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## Ka kawea e koe te aha ki ētahi atu Key relationships

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### Internal

- Head of Art and Art Curators
- Colleagues in the wider Collections and Research Directorate
- Exhibition Design and Content team
- Project Management Office

### External

- Artists and their representatives
- External curators, art writers, academics and arts community

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## Ka kawea mai e koe te aha ki Te Papa Knowledge, experience & qualifications

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- A tertiary qualification (preferably post-graduate) in an art history, fine arts, curatorial studies and/or museum studies, or equivalent
- Outstanding oral and written communication skills
- Strong research skills and attention to detail
- Some experience working on exhibitions and/or writing about art in a gallery environment.
- Passionate about art and working with collections and artists
- Excellent interpersonal skills, ability to develop a rapport with a wide range of people
- Ability to work co-operatively and collaboratively as a member of the team

- Awareness of and sensitivity towards tikanga Māori, particularly as it relates to taonga
- Sensitivity to other cultures and operating within a bicultural and interdisciplinary environment
- Commitment to cross-cultural dialogues
- Ability to work effectively with iwi, academic and cultural organisations
- Competent Windows and MS Office skills
- Ability to plan and meet deadlines and report accurately on activities

## Ō mātau whāinga Our expectations

The following Behavioural Competencies are expected from staff across Te Papa.

Navigating for the future	Engaging others	<ul style="list-style-type: none"> <li>• Adapt your approach/style to build trust and meet the needs of others</li> <li>• Work in partnership with our external stakeholders to achieve our strategic priorities</li> <li>• Respect others</li> </ul>
Stewardship	Enhancing organisational performance	<ul style="list-style-type: none"> <li>• Help biculturalism flourish</li> <li>• Make improvements</li> </ul>
Identifying and developing our people	Developing talent	<ul style="list-style-type: none"> <li>• Lifelong learner</li> </ul>
Making it happen	Achieving ambitious goals	<ul style="list-style-type: none"> <li>• Achieve high quality results</li> <li>• Support and contribute to an environment of excellence</li> </ul>
Leadership character	Curious	<ul style="list-style-type: none"> <li>• Adjust quickly to new situations, changing circumstances and requirements</li> <li>• Open to information and opinions that differ from your own</li> <li>• Have a positive attitude</li> <li>• Persevere in the face of resistance, obstacles and setbacks</li> <li>• Actively listen, show sensitivity and empathy</li> </ul>
	Honest and courageous	<ul style="list-style-type: none"> <li>• Open with other team members about concerns</li> <li>• Demonstrate courage where necessary to achieve results</li> <li>• Behave with integrity Maintain confidentiality of information</li> <li>• Take accountability for your own actions</li> <li>• Quickly and constructively address inappropriate behaviour</li> </ul>
	Resilient	<ul style="list-style-type: none"> <li>• Regularly communicate with your manager to ensure a sustainable and reasonable workload</li> <li>• You are aware of own response to stress and communicate any issues to your manager or another suitable person</li> <li>• Take responsibility for own physical and mental well being</li> <li>• Have the confidence to ask for help when necessary</li> </ul>
	Self-aware and agile	<ul style="list-style-type: none"> <li>• Understand your own strengths, capabilities and opportunities for development</li> <li>• Know your learning style and behavioural patterns and how to work best with others</li> <li>• Have a credible, self-assured and confident manner</li> <li>• Open to receiving help from others</li> <li>• Resolve conflict and differences on opinion in a positive manner</li> </ul>

## Ka kawea e koe te aha Accountabilities

Focus Area	Accountabilities
<b>Biculturalism</b>	<ul style="list-style-type: none"> <li>Biculturalism relates to every role and position within Te Papa, either directly and indirectly and in small and large ways. The position is responsible for taking part in opportunities to explore the contribution of biculturalism that are meaningful to the position holder and the Historical Art portfolio.</li> </ul>
<b>Collection management and development</b>	<p>The position supports Curators in collection management and development.</p> <ul style="list-style-type: none"> <li>Support the development, implementation and monitoring of collection development plans for the Historical New Zealand Art portfolio.</li> <li>Deliver on Mana Taonga principles throughout the work programme</li> <li>Ensure the application of tikanga and ethical protocols.</li> <li>Check that collection records are up to date and accurate.</li> <li>Support research activities in relation to care of collection.</li> <li>Maintain and be proactive about safe collection-storage conditions</li> <li>Conduct research to identify acquisitions of museum objects and interpret exhibit objects and artefacts.</li> <li>Acquire items for Te Papa's collections according to the approved proposals and in accordance with Te Papa policies.</li> </ul>
<b>Research</b>	<p>The position undertakes a range of research activities across Historical New Zealand Art portfolio, including.</p> <ul style="list-style-type: none"> <li>Contribute to research for the development and delivery of upcoming exhibition projects</li> <li>Prepare results of research for publication in internationally recognised scholarly, peer-reviewed journals and in recognised popular formats through print, electronic and other media.</li> <li>Report on research results and outputs as and when required and in a timely manner.</li> <li>Respond to enquiries from the public.</li> <li>Act as Te Papa representative at external events as required.</li> </ul>
<b>Access to collections</b>	<p>The position supports Curators in access to the collection.</p> <ul style="list-style-type: none"> <li>Champion Mana Taonga philosophies in all aspects of the museum's work and socialise this philosophy with other collection users.</li> <li>Model and reinforce Te Papa's Uara/Values, encourage others to do the same and appropriately align own attitudes and behaviours to the museum's vision and strategic priorities</li> <li>Facilitate the sharing of our knowledge of collection items/ taonga to ensure a two way relationship and reciprocal information sharing.</li> <li>Support the use of collection items / taonga while ensuring their physical and cultural wellbeing.</li> <li>Engage with descendant kin communities (iwi, hapū, whānau) or communities of origin on how their taonga should be exhibited, represented or used for any other purpose, according to tikanga.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support acquisitions and loans activities by liaising nationally and internationally, establishing and/or maintaining relationships with artists, museums, galleries, cultural organisations, dealers and private collectors.</li> <li>• Research and draft text for a range of outputs, including exhibition text and catalogue entries.</li> <li>• Contribute to the development and delivery of informative and engaging public programmes for members of the public, tertiary and community groups.</li> <li>• Contribute to the development of art interpretation and education initiatives to reach a broad spectrum of audience groups.</li> </ul>
<b>Team contribution</b>	<p>The position is a member of the Art Team which is responsible for taking a whole of organisation approach to the achievement of Te Papa's strategic direction. The position will:</p> <ul style="list-style-type: none"> <li>• Work collaboratively with other members of the team, to develop and implement the strategic direction of Te Papa and specific directorate operational plans.</li> <li>• Provide information on the operating environment, resources and capabilities to inform strategy development and decision-making.</li> <li>• Present solutions that deliver greater impact as measured by Te Papa's Performance Framework.</li> <li>• Collaborate with other colleagues to progress organisation-wide initiatives, cross-functional projects and organisation development activities.</li> <li>• Transfer knowledge and skills, share information with and/or train Team members and other Te Papa staff as needed.</li> <li>• Work collaboratively with other members of the Team to:             <ul style="list-style-type: none"> <li>○ contribute and implement the strategic direction of Te Papa and directorate operational plans.</li> <li>○ ensure plans and programmes meet the needs of identified stakeholders.</li> <li>○ ensure an integrated approach to Team programmes and projects.</li> <li>○ coordinate resources and participate in cross disciplinary teams as and when required.</li> <li>○ provide input into development and improvement of procedures, systems, processes, and ways of working.</li> <li>○ provide back-up assistance to other team members as required.</li> </ul> </li> </ul>
<b>Stakeholder Relationships</b>	<p>Proactively establish and maintain networks and relationships with key internal and external stakeholders to support delivery of team outputs</p> <ul style="list-style-type: none"> <li>• Identify and develop relationships with key stakeholders.</li> <li>• Use these relationships to identify and advance opportunities that create mutual reputational and business benefits.</li> <li>• Build internal networks and coalitions that will achieve cross-organisation outcomes and an integrated response to external stakeholders, resources, workloads, delivery and forecasting.</li> <li>• Represent and positively promote Te Papa, its vision and objectives, to build stakeholder engagement and support. This is done on a proactive basis.</li> <li>• Strong communications skills including influence, presentation skills to engage a wide range of people.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain professional and responsive relationships, ensuring that positions are clear, that commitments are met, and problems and issues are resolved effectively.</li> </ul>
<b>Resource Management</b>	<p>The position contributes to team efficiency.</p> <ul style="list-style-type: none"> <li>• Establish and monitor your work programme.</li> <li>• Regularly review your current capabilities and build or source required skills.</li> <li>• Consider the team's financial resources and budget when bringing solutions.</li> <li>• Look for opportunities to make improvements to work-place practices that improve Te Papa's business sustainability.</li> <li>• Active participant in the people performance process.</li> <li>• Take part in cross functional and organisational priorities as appropriate.</li> </ul>
<b>Risk Management</b>	<p>Manage risks associated with the development and delivery of work related to the position. The position will ensure that any delivery risk is monitored and managed on a day to day basis.</p> <ul style="list-style-type: none"> <li>• Identify potential risks and mitigation strategies.</li> <li>• Monitor compliance with solutions and escalate risks or issues to when appropriate.</li> <li>• Take action in accordance with Te Papa's Health and Safety Policy and the Health and Safety at Work Act. Take ownership and responsibility for your own personal health and safety.</li> </ul>
<b>Change Management</b>	<p>Enable organisational culture and promote continuous improvement. The position will:</p> <ul style="list-style-type: none"> <li>• Identify opportunities for improvement and issues which impact on the sustainability of change.</li> <li>• Integrate Te Papa's philosophies of Mana Taonga, Museology and Learning, along with our bicultural and all other policies into day-to-day work practice.</li> <li>• Model creative innovative and collaborative approaches to work.</li> <li>• Model and reinforce Te Papa's Uara/Values and alignment to Te Papa's vision and values.</li> </ul>