

Motueka District Museum Curator Job Description

Responsible to: Motueka District Museum Trust Board

Responsible for: Acquisition, Accessioning, Conservation, Preservation, Storage and Exhibition of artefacts for the Motueka District Museum.

Key Relationships:

Motueka District Museum Board

Museum staff and the Museum Secretary/Treasurer

Community Partnerships Co-Ordinator, Community Development, Tasman District Council

Lease holder of Muses Café

Motueka and Districts Historical Association

Local Iwi and Te Awhina Marae

Museum volunteers

Editor of Museum newsletter

Key Responsibilities

- Accept, Accession, Conserve, Preserve and Store artefacts and archival material using recognized museum practices
- Plan, research and mount exhibitions with an emphasis on themes related to the history of the Motueka District
- Seek loans of artefacts for exhibitions from outside sources where required to complement the Museum's collections
- Present an annual timeline of proposed exhibitions, including estimates of costs, to monthly Board meetings
- Prepare budgets for exhibitions, including estimates of staff time for Board approval
- Contribute to the preparation of grant applications in conjunction with the Grants Committee
- Supervise staff employed by the Museum
- Ensure the currency of the Museum's website
- Promote the Museum through electronic and print media, local museum and professional networks

Further Responsibilities

- Maintain liaison with other Museums and associated organisations
- Attend monthly Board meetings and maintain a good working relationship with the Board and associated sub-committees
- Present a monthly report to the Board one week prior to scheduled board meetings
- Ensure staff and volunteers are informed of and trained in safe practices and procedures
- In conjunction with the roster secretary maintain an information file for volunteers
- Oversee any Museum tasks completed by volunteers
- Maintain the Museum's library
- Oversee the production of the museum's newsletter

To be successful in this role you will need

- A recognized Museum qualification and/or experience in a museum or a related industry
- Enthusiasm to research and mount exhibitions
- Administration experience including report writing, grant applications, budget preparation
- Excellent written and oral communication skills
- Excellent time management skills
- Digital skills
- Excellent networking skills
- Excellent interpersonal skills