



**Tauranga**City

## Job description

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| <b>Title</b>          | Exhibitions & Programmes Manager                                                   |
| <b>Number</b>         |                                                                                    |
| <b>Group</b>          | Regulatory and Community Services                                                  |
| <b>Division</b>       | Arts and Culture                                                                   |
| <b>Reports to</b>     | Museum Director                                                                    |
| <b>Direct reports</b> | Education Lead, Exhibitions Lead, Public Programmes Lead, Arts and Culture Advisor |
| <b>Date</b>           | 29/11/25                                                                           |

### Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

### Job purpose

The primary purpose of this role is to lead the development and delivery of the visitor experience offering for Tauranga Museum, including exhibitions, public programmes and education.

### Key outcomes

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| <b>A compelling programme of exhibitions, permanent and temporary, is planned a minimum of three years in advance at all times.</b> | <ul style="list-style-type: none"><li>• The jobholder is responsible for the development of a programme of exhibitions for Tauranga Museum that caters for a wide range of community interests and appeals to the widest possible audience of local, domestic and international visitors.</li><li>• The jobholder will contribute to the development of a comprehensive marketing and promotional strategy that positions the Museum for success as a visitor attraction, driving revenue streams to optimal levels.</li></ul> <p>The jobholder is responsible for preparing annual budgets for the exhibition programme, ensuring that a</p> |
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|                                                                                                                                                                         | value for money approach is aligned with community expectations for a vibrant and compelling programme of exhibitions.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>A comprehensive programme of events, activities and experiences is delivered at the Museum that complements the exhibitions programme and activates the building</b> | <ul style="list-style-type: none"> <li>• The job holder is responsible for the planning and execution of an ongoing programme of events and activities that supports the exhibition programme and provides a range of learning and recreational opportunities for the community.</li> <li>• The job holder is responsible for preparing and managing significant budget resource for implementing the programme, and for reporting on results to Exec and Council.</li> </ul>                                                                                               |
| <b>An outstanding education programme is developed and delivered at the Museum, providing learning opportunities across all levels</b>                                  | <ul style="list-style-type: none"> <li>• The job holder is responsible for planning and delivering an outstanding education programme at Tauranga Museum, covering all levels of formal education from pre-school to tertiary, as well as informal opportunities through school holiday programmes and adult learning.</li> <li>• The job holder will support and advise the Director in negotiating contracts with the Ministry of Education for the delivery of Learning Experiences Outside the Classroom to visiting school groups from Tauranga and beyond.</li> </ul> |
| <b>TCC's Public Art Framework is delivered within budget to a very high standard</b>                                                                                    | <ul style="list-style-type: none"> <li>• The job holder is responsible for managing the implementation of the Public Art Framework within available budgets and policies.</li> <li>• The Arts and Culture Advisor is supported and encouraged in managing the Public Art Panel to deliver a programme of new public artworks that enhance the reputation of Tauranga as a city that values its art, culture and heritage.</li> </ul>                                                                                                                                        |
| <b>Organisational Leadership</b>                                                                                                                                        | <ul style="list-style-type: none"> <li>• The jobholder will be a key member of the senior leadership team of the Museum and will deputise for for the Museum Director on occasions.</li> <li>• The jobholder will manage a team of specialists in their fields and be responsible for their performance management, motivation and overall delivery.</li> <li>• The job holder will be responsible for the recruitment of the exhibition, programmes and education teams</li> </ul>                                                                                         |

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|                                                                                                         | as a key part of the development of the Museum team leading up to opening in 2028.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Monitoring, control and reporting is accurate, timely and meets TCC requirements.</b>                | <ul style="list-style-type: none"> <li>• Management of all programmes fulfils organisational reporting requirements (including quality standards).</li> <li>• Programmes are in place against which progress and direction can be monitored and expenditure is regularly reviewed to enable financial planning.</li> <li>• Project timelines, budgets and forecasts are actively monitored, improvements identified and actioned.</li> <li>• Risks, hazards and opportunities are identified, mitigated and well recorded.</li> </ul> |
| <b>Relationships are trusted, sustainable and effective.</b>                                            | <ul style="list-style-type: none"> <li>• Build and maintain strategic relationships with a range of internal and external stakeholders (e.g. other Council groups, lending institutions, iwi, etc).</li> <li>• Ensure stakeholders are identified and are well informed of programme deliverables, risks, timeframes and progress. Ensuring lines of communication are meaningful and appropriate.</li> </ul>                                                                                                                         |
| <b>All team members make active and positive contributions to the team culture and ways of working.</b> | <ul style="list-style-type: none"> <li>• Lessons learned are proactively shared to improve the capability of all team members.</li> <li>• Opportunities for continuous improvement in systems, processes and people are actively sought and considered.</li> </ul> <p>Team members are coached and mentored to successfully deliver projects, develop individually and achieve role progression.</p>                                                                                                                                  |

The job description is not an exhaustive list of requirements. The job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

## Person specifications

| <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <ul style="list-style-type: none"> <li>• A post-graduate qualification in Museum Studies, Arts Management or a related discipline is required</li> <li>• 5-10+ years' experience in a similar management role in a significant museum or gallery environment</li> <li>• Expert knowledge of the museum sector, domestic and international</li> <li>• Wide network of industry contacts and relationships up to and including CEO level</li> <li>• Minimum 5 years' experience leading and coaching specialised staff</li> <li>• Project Management experience with a demonstrated history of achievement</li> </ul> |



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## Our values

### **Pono / Integrity**

We do what we say we will do

### **Manaakitanga / Respect**

We listen to all views and show we care

### **Whāia te tika / Service**

We do the right thing for our community  
and each other

### **Whanaungatanga / Collaboration**

We work together and create connections