



Job description

Title	Collections Lead
Number	
Group	Community Services
Division	Arts & Culture
Reports to	Curatorial Manager
Direct reports	1 (+1 contractor)
Date	17/01/2025

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 Collections Lead is responsible for caring for the Tauranga Heritage Collection (Museum Collection) to internationally recognized standards, including the general management, conservation, storage, transport, and access (physical and digital) to the collection. The Collections Lead supports Tauranga Museum's objective to make the collection accessible to the widest possible audience on Tauranga Museum's opening day in 2028 and beyond. As a key member of the Museum team, the Collections Lead will supervise the Collections Specialist and contract photographer and will work collaboratively with the project team and volunteers to support and contribute to the vision and mission of Tauranga Museum. In addition, the job holder will have an important role in proposing and supporting the development of innovative ideas related to collections access in the new museum.

Key outcomes

Collection Management	<ul style="list-style-type: none">• Responsible for the professional care of the museum's physical collections using recognized museum standards.• Ensures the museum complies with best practices and standards of collections care.
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	<ul style="list-style-type: none"> • Ensures the coordinated registration, care, and secure documentation of both physical and digital collections. • Oversees object storage and movements and ensuring the safety and security of the collections. • Plans and manages the logistics of packing, handling, and transport of collections between the offsite storage and museum. • Review, develop and oversee implementation of policies and procedures relating to the management, care and conservation of the collection. • Process public and professional enquires regarding the collection and associated collection management activities.
Collection Digitisation	<ul style="list-style-type: none"> • Set targets for and provide guidance to Te Putanga o nga Taonga Project Plan: Te putanga o ngā taonga – Connecting with the Community Digitisation Project. • Oversee the preparation, researching, writing, and updating of information on collection items, for entry into the collection database (Vernon) and website.
Volunteer Programme	<ul style="list-style-type: none"> • Co-ordinate and supervise the museum's volunteer programme.
Museum Development	<ul style="list-style-type: none"> • Play a key role the development of the new museum at Te Manawataki o Te Papa. • Lead the documentation and condition reporting of incoming and outgoing loans and contribute to all other aspects of collections management for the new museum project. • Contribute to policy development. • Contribute to exhibition planning and public programming.
Stakeholder Relations	<ul style="list-style-type: none"> • Develop and maintain strong, sustainable, and effective working relationships with key stakeholders, including: • Owners, donors, and lenders of collection objects. • Volunteers. • Local iwi, hapū and whanau including Māori and Pasifika organisations. • Local heritage sector organisations.

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	<ul style="list-style-type: none">• The wider museum sector.
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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

Essential
<ul style="list-style-type: none">• A tertiary degree and/or post-graduate qualification (preferably in Fine Arts, Art History or Museum Studies);• Previous experience and an established track record working within a museum or art gallery environment;• Collection management database experience, preferably Vernon;• Current full driver's licence.

Desirable
<ul style="list-style-type: none">• Current forklift license or willingness to gain license

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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