

Tūranga Mahi / Position Description:

Exhibitions Programme Curator

At Rotorua Lakes Council, we are driven by the **purpose** for our existence, - by our 'why'. Our 'why' is our customers. We come to work each day to deliver services for our customers, and we keep them at the centre of our organisation's culture. We are committed to building a high performing culture based on our **purpose**.

'How' we work together is defined by our organisational culture and values. What each person does differs from role to role and will change based on the work programme approved by our Elected Council. The tasks that we do in each role are not a purpose in themselves, their purpose is to serve our customers.

To be successful in the role, and to enjoy your employment at RLC by achieving significant results for the community, you will need to take to heart and live the sentiment "The organisation's success is my success – my job is only done when everyone's job is done".

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 78,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community. Employment at RLC is a unique opportunity to develop your understanding and appreciation of Te Ao Maori, in order to better serve our whole community. As a senior leader in the organisation, you have a key responsibility to lead our people in adhering to our legislative responsibilities to mana whenua.

A top priority is to ensure the health and safety of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health and safety of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the district. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation.

The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are expected to contribute to the organisation through other tasks and activities assigned by their manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

MAHI - POSITION:	Exhibitions Programme Curator
RANGATIRA - REPORTS TO:	Exhibitions & Projects Lead
KĀHUI - GROUP:	Community Experience
TAUNGA MAHI - LOCATION:	Museum offsite / Musuem
PŪTAKE - POSITION PURPOSE:	To contribute the curation of the Museum's long-term exhibitions, support Museum awareness and profile activities, and initiate programming of the Museum's short-term and changing exhibitions in line with the Museum's exhibition strategy.
NGĀ WHAKARITENGA - DELEGATIONS	Direct reports: • Nil
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	• Museum leadership, customer experience & collections teams • Customer Experience & Projects Manager – Rotorua Museum • Other RLC teams including: • Te Arawa Partnerships • Destination Development • Organisational Performance & Innovation • Community Experience • Infrastructure & Assets • People & Culture • Finance
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	• Mayor and Elected Councillors • Te Pukenga Koeke o Te Whare Taonga o Te Arawa • Council stakeholders • Contracted service providers e.g. guest curators • Exhibition touring companies • Other museums, particularly exhibition curators and other exhibition professionals • Technical professionals in your field • Consultants and contractors • Local iwi/hapū groups • Te Arawa entities • Rotorua NZ • Friends of the Museum • Rotorua Trust

NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	STRATEGY - Contribute to the development of the Museum’s exhibition strategy PROGRAMMING AND EXHIBITIONS - Work with the project team, iwi/hapū and community, to provide hands-on curatorial expertise for the long-term exhibition development project - Work with the Museum leadership team, Collection Curators and guest exhibition curators to initiate an engaging short-term exhibition programme, aligned with the exhibition strategy, that meets the needs and expectations of target audiences, including collection-based, community, iwi/hapū and touring exhibitions - Work with the Museum leadership team, customer experience team and curatorial team, to deliver awareness and profile-building activities in the lead up to reopening - Develop exhibitions in partnership with iwi/hapū, community groups and other organisations as appropriate - Develop and deliver collection-based exhibitions across a range of genres - Together with the Exhibitions & Projects Lead, develop a budget for the delivery of the short-term exhibitions programme for reopening - Undertake research for exhibition content and associated publications, ensuring the highest level of relevant scholarship and ethical museum standards - Together with the Exhibition & Projects Lead and wider exhibition project team, develop an exhibition calendar for re-opening, including long-, medium- and short-term programming and change-outs, ensuring relevant staff are aware of deadlines and critical paths, and required resources are identified - Manage the production of new work for inclusion in the long-term exhibitions, particularly for the Te Arawa opportunities identified, liaising with artists, curators, vendors, and fabricators OPERATIONS - Arrange any required artist travel, artwork/object shipment, equipment rental and other needs of exhibiting artists, touring agents and curators - Assist with the design and theming of exhibitions as required, and with the installation of collection, community, iwi and touring exhibitions COLLECTIONS - Work closely with the Collection Lead and Collection Curators to manage the conservation and display requirements, and scheduled rotation of objects selected for exhibition purposes COMMUNITY ENGAGEMENT AND OUTREACH
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	• Build and maintain relationships with community leaders, local iwi, cultural organisations, funders and other stakeholders • Work with the marketing and communications team to effectively promote Museum programmes and exhibitions STRATEGIC PARTNERSHIPS • Through the exhibition programme, and related publications, contribute to the profile of Rotorua Museum as a credible and professional institution within the NZ museum sector • Develop and maintain meaningful relationships and collaborations with relevant community stakeholders, Te Arawa, museums, universities and lenders VISITOR EXPERIENCE • Develop/coordinate exhibition-related publications where appropriate • Contribute to the development and delivery of exhibition-related programmes, events and printed material OTHER • Other projects as assigned by the Exhibitions & Projects Lead <i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.</i> There will also be the annual delivery of agreed KPIs.
TE ĀHUA O TE TANGATA - PERSON SPECIFICATION	
NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)	Required • A relevant qualification in an appropriate discipline such as fine art, art history, social history, Māori studies or other relevant field • Experience programming and/or curating museum exhibitions Desirable • Experience working in museum collections • Masters' degree or other post graduate professional qualification • Experience working with iwi, and in particular Te Arawa

NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	STRATEGIC • Ability to think strategically, and contribute to the development of a compelling exhibitions strategy and associated exhibitions programme OPERATIONAL EXPERTISE • Proven exhibition project management experience • Strong organisation, planning and problem-solving skills PROGRAMMING AND EXHIBITIONS • Demonstrated ability to successfully deliver innovative and engaging partnership, co-curated and guest-curated exhibitions, across different genres • Proven track record, working with museum collections and associated staff, to create innovative and engaging collection-based exhibitions FINANCIAL ACUMEN • Ability to develop and effectively manage exhibition project budgets • Ability to cultivate potential exhibition-related donor relationships LEADERSHIP AND TEAMWORK • Strong leadership and teamwork skills to lead and/or participate in project teams that deliver high quality, engaging exhibitions • Ability to address and resolve conflicts effectively within the team or with stakeholders COMMUNITY ENGAGEMENT • Competence in building and maintaining relationships with community members, iwi, exhibition partners, and stakeholders to foster support and collaboration STRATEGIC PARTNERSHIPS • Ability to establish and nurture partnerships with other exhibition professionals, museums, cultural institutions and organisations to maximise exhibition and other opportunities • Proficiency in leveraging professional networks to benefit the Museum, including seeking out new exhibition opportunities and collaborations VISITOR EXPERIENCE • Proven ability to deliver high quality, timely, customer-focused exhibitions and associated programmes and publications • A strong understanding of target audiences and how to engage with them COMMUNICATION SKILLS • Ability to communicate effectively with a diverse range of people, including staff, visitors, stakeholders, and museum professionals • Excellent verbal and written communication skills, with the ability to present ideas, reports, and proposals clearly and persuasively to various audiences
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TECHNICAL PROFICIENCY

- Familiarity with museum management software, digital tools for collections management, and online engagement platforms. Knowledge of Vernon would be an advantage

CULTURAL AND COMMUNITY AWARENESS

- Cultural Sensitivity: Understanding and appreciation of diverse cultural contexts and the ability to incorporate this sensitivity into programming and outreach
- Inclusivity: Commitment to creating inclusive and accessible museum experiences for all community members
- Mātauranga Māori: understanding of basic te reo and tikanga Māori, knowledge of Te Arawa stories, and experience working with iwi, and in particular Te Arawa, would be extremely beneficial