

# Curator, Photographs

## National Library, Information and Knowledge Services

The Curator, Photographs Kaitiaki Whakaahua is part of the Curatorial Services Team at the Alexander Turnbull Library, and is responsible for managing the Photographs collection, which comprises approximately 1,600,000 items dating from the 1850s to the present, covering most parts of New Zealand, as well as the Pacific and Antarctica. The collection contains a wide variety of formats, including born digital photographs. Glass plate negatives and portraits of Māori are particular strengths.

These responsibilities include the development of the Photographs Collection through donation and purchase, providing research services for those who wish to use it, undertaking and publishing research into the Photographs Collection, developing exhibitions (physical and on-line) and digitisation programmes, maintaining links with the Photographic community, and promoting the collection to potential user groups.

The role of Curator spans the range of requirements underpinning the purposes of the Alexander Turnbull Library (ATL) as defined in the National Library of New Zealand Act 2003, ie to “preserve, protect, develop and make accessible” the ATL collections in a manner “consistent with their status as documentary heritage and taonga”.

- **Reporting to:** Curatorial Services Leader
- **Location:** Wellington
- **Salary range:** Information Management H

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## What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it’s all about helping to make New Zealand better for New Zealanders.

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## How we do things around here – our principles



### We make it easy, we make it work

- Customer centred
- Make things even better

### We’re stronger together

- Work as a team
- Value each other

### We take pride in what we do

- Make a positive difference
- Strive for excellence

## Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p><b>Specialist accountabilities - Photographs Collections</b></p> <ul style="list-style-type: none"><li>• Build the Photographs Collection by:<ul style="list-style-type: none"><li>◦ Developing and maintaining a strategic collection development plan for the Photographs Collection</li><li>◦ Developing the collections through purchase and donation</li><li>◦ Engagement and negotiation with donors</li></ul></li><li>• Undertake research into the Photographs Collection and disseminate the results in order to alert a wide audience to the richness they contain and the research possibilities inherent in them.</li><li>• Respond to complex Research enquiries</li><li>• Contribute to the Library’s digitisation programme by identifying items and collections to be digitised</li><li>• Work with the Collection Care Team to ensure that the Photographs Collection is housed and preserved for use by researchers in the future</li><li>• Work with the Arrangement &amp; Description Team to establish standards and policies for arrangement and description of the Photographs Collection</li><li>• Produce regular activity reports</li><li>• Facilitate Iwi/Māori access to matauranga Māori by creating pathways to information in the collections</li></ul>	<ul style="list-style-type: none"><li>• A Photographs collection that grows in accordance with a robust and transparent collecting plan, is relevant to the needs of researchers, responsive to changing priorities, and reflective of all sectors of the community.</li><li>• The Alexander Turnbull Library is seen as a trusted repository for New Zealand and Pacific photographs</li><li>• Researchers are informed about our Photographs collections; encouraged to consult them; and are easily able to access and use them</li></ul>

What you will do to contribute	As a result we will see
<p><b>People Leadership</b></p> <ul style="list-style-type: none"> <li>• Provide leadership that inspires others to succeed and develop, and proactively share experience, knowledge and ideas</li> <li>• Model behaviours that encourage whole-of-organisation collaboration and learning for the purpose of increasing synergies and maximising effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Annual and 6 monthly performance reviews are complete</li> <li>• Performance development plans are in place</li> <li>• Performance issues with direct reports dealt with as they arise, actions to remedy issues agreed and monitored</li> </ul>
<p><b>Subject Matter Expert</b></p> <ul style="list-style-type: none"> <li>• Undertake a variety of Outreach activities, including lecturing, organising seminars and publishing</li> <li>• Support Gallery and Public Engagement activities, including developing exhibition proposals</li> <li>• Act as an expert adviser on requests for export applications for documentary heritage items</li> <li>• Communicate and consult efficiently across ATL, and with other parts of the Library</li> <li>• Formulate and manage projects to be undertaken by the Library's volunteer and internship programme</li> <li>• Liaise, as appropriate, with other cultural bodies, to build a community of expertise and ensure the preservation and accessibility of New Zealand's documentary heritage</li> <li>• Lead and participate in appropriate working groups to further cross-departmental and cross-sector initiatives</li> <li>• Respond to research enquiries as part of rostered team in the Library's reading room. This may involve occasional weekend work</li> </ul>	<ul style="list-style-type: none"> <li>• The Alexander is seen as a thought leader in the GLAM sector</li> <li>• Subject matter knowledge is shared with other staff and the public</li> <li>• Government policy is carried out efficiently</li> <li>• New Zealand's documentary heritage is protected against loss and damage</li> </ul>
<p><b>Capability</b></p> <ul style="list-style-type: none"> <li>• Continually develop a working understanding of matauranga Māori as it applies to the kaitiakitanga of the ATL collections, and their status as documentary heritage and taonga</li> <li>• Continually review the capability needed to support the organisation in delivering on outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>• Action taken to address identified capability gaps within their curatorial area, specifically in support of collection development, arrangement &amp; description and research enquiries.</li> </ul>

What you will do to contribute	As a result we will see
<b>Partnership with client groups</b> <ul style="list-style-type: none"> <li>Engage effectively with other groups, in a way that ensures that the needs of internal clients, the research community, and external agencies are understood and met</li> </ul>	<ul style="list-style-type: none"> <li>Priorities are identified, and engagement strategies are developed and implemented.</li> </ul>
<b>Continuous improvement</b> <ul style="list-style-type: none"> <li>Draw on knowledge of current best practice in librarianship, art history and associated disciplines to ensure that the Photographs collection continues to be developed, housed and described to the highest standard</li> <li>Develop and maintain knowledge of all areas of the Library's collections in order to provide research advice to clients</li> </ul>	<ul style="list-style-type: none"> <li>The Alexander Turnbull Library Photographs Collection maintains its place in the forefront of library and archival practice</li> </ul>
<b>Health and safety (for self)</b> <ul style="list-style-type: none"> <li>Take responsibility for keeping self free from harm</li> <li>Follow safe working procedures</li> <li>Report incidents and hazards promptly and suggest remedies where appropriate</li> <li>Know what to do in the event of an emergency</li> <li>Co-operate in implementing rehabilitation plan</li> </ul>	<ul style="list-style-type: none"> <li>Health and safety guidelines are followed</li> </ul>

### Your delegations as a manager

Human Resources and financial delegations	F
Direct reports	1

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Curatorial Services Leader	✓	✓	✓	✓		✓
	Other Curators	✓	✓	✓	✓		
	Assistant Curators	✓	✓	✓	✓		
	Field Librarian	✓	✓	✓	✓		
	Curator Māori	✓	✓	✓	✓		✓
	Associate Chief Librarians	✓	✓	✓	✓		✓
	Assistant Chief Librarian	✓	✓	✓	✓		
	Research Collections	✓	✓	✓	✓		
	Conservators	✓	✓	✓	✓		
	Arrangement and Description Leader	✓	✓	✓	✓		✓
	Digital Collection Strategies Team	✓	✓	✓	✓		

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	er to
	Research Enquiries Leaders	✓	✓	✓	✓		
	Research Librarians & Subject Specialists	✓	✓	✓	✓		
	Outreach Services Leader	✓	✓	✓	✓		
	Imaging Services	✓	✓	✓	✓		
	National Digital Library	✓	✓	✓	✓		
	Public Programmes and Communications	✓	✓	✓	✓		
External	Researchers	✓	✓		✓		
	Donors	✓	✓		✓		
	Publishers	✓	✓		✓		
	Vendors	✓	✓		✓		
	Professional colleagues from other	✓	✓	✓	✓		

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is <a href="#">Specialist</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Critical thinking</li> <li>• Interpersonal savvy</li> <li>• Navigating complexity</li> <li>• Communicating with influence</li> <li>• Technical and specialist learning</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a professional role in a research or scholarship-based institution</li> <li>• Management or staff supervision experience</li> <li>• Experience coaching and mentoring others</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Sound knowledge of the geography and history of New Zealand and the Pacific</li> <li>• Professional knowledge of the history, technology and practice of photography</li> <li>• Basic understanding of tikanga Māori, and Te Reo pronunciation</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent written communication skills with the ability to write succinctly, coherently and in a style appropriate to the target audience</li> <li>• Excellent verbal communication and presentation skills (including public speaking), with the ability to</li> </ul>

**Your success profile for this role**

**What you will bring specifically**

communicate information to a wide range of audiences

- Methodical and orderly work habits and an ability to keep accurate records.

**Education and Professional Memberships**

- Post-graduate qualification in history, art history or geography, and a good publication record
- Experience or qualification in library, archives or heritage studies is highly desirable

