**Curator, Contemporary Voices and Archives**

## Alexander Turnbull Library, National Library, IKS

Curators are part of the Curatorial Services Team at the Alexander Turnbull Library and are responsible for managing a specific collection or working across formats and collecting areas on special projects, such as working with communities to develop and promote the collections of the Library. Curator, Contemporary Voices and Archives will have responsibility for developing and promoting collections across format type, that build the Library’s collections of the Contemporary Voices and Archives of people and communities of New Zealand and the Pacific, with a specific focus on those people and communities currently unrepresented or underrepresented in the Library.

Responsibilities include the development of collections through donation and purchase, providing research services for those who wish to use the collections, undertaking and publishing research into the Library’s collections, developing exhibitions (physical and digital), contributing to the Library’s digitisation programmes, maintaining links with the research community, and promoting the collections 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

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.

How we do things around here – our principles

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| This is an icon for our three principles, 'We make it easy, we make it work,' 'We're stronger together,' and 'We take pride in what we do.' | We make it easy, we make it work * Customer centred
* Make things even better
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| We’re stronger together * Work as a team
* Value each other
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| We take pride in what we do * Make a positive difference
* Strive for excellence
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Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. 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 |
| --- | --- |
| **Specialist accountabilities - Collections*** Build the Library Collections by:
	+ Developing and maintaining strategic collection development plans
	+ Developing the collections through purchase and donation
	+ Engagement and negotiation with donors
	+ Work alongside communities, researchers, partners and other key stakeholders to identify potential collection development opportunities.
* Contribute to the overall development of the Alexander Turnbull Library collections by working on multi-format acquisitions
* Undertake research into the collections and disseminate the results in order to alert a wide audience to the richness they contain and the research possibilities inherent in them.
* Respond to complex Research enquiries
* Contribute to the Library’s digitisation programme by identifying items and collections to be digitised
* Work with the Collection Care Team to ensure that the collections are housed and preserved for use by researchers in the future
* Work with the Arrangement & Description Team to establish standards and policies for arrangement and description of the collections
* Work with Legal Deposit to ensure collections incorporate physical and digital published materials where appropriate
* Produce regular activity reports
* Facilitate Iwi/Māori access to mātauranga Māori by creating pathways to information in the collections
 | * Collections that grows in accordance with robust and transparent collecting plans, are relevant to the needs of researchers, responsive to changing priorities, and reflective of all sectors of the community.
* New Zealand communities and people see their stories and histories reflected in the collections of the Alexander Turnbull Library
* The Alexander Turnbull Library is seen as a trusted repository for New Zealand and Pacific material
* Strong relationships with individuals, community groups, organisations and other Library stakeholders
* Researchers are informed about our collections; encouraged to consult them; and are easily able to access and use them
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| **People Leadership*** Provide leadership that inspires others to succeed and develop, and proactively share experience, knowledge and ideas
* Model behaviours that encourage whole-of- organisation collaboration and learning for the purpose of increasing synergies and maximising effectiveness
 | * Performance development plans are in place; annual and 6 monthly performance reviews are complete; direct reports have achievable workplans, with opportunities for growth and development.
* Effective and collaborative programmes of work that contribute to the Library’s strategic directions
* Performance issues with direct reports dealt with as they arise, actions to remedy issues agreed and monitored
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| **Subject Matter Expert*** Undertake a variety of Outreach activities, including lecturing, organising seminars and publishing
* Support Gallery and Public Engagement activities, including developing exhibition proposals
* Act as an expert adviser on requests for export applications for documentary heritage items
* Communicate and consult efficiently across ATL, and with other parts of the Library
* Formulate and manage projects to be undertaken by the Library’s volunteer and internship programme
* 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
* Lead and participate in appropriate working groups to further cross-departmental and cross-sector initiatives
* Respond to research enquiries as part of rostered team in the Library’s reading room. This may involve occasional weekend work
 | * The Alexander Turnbull Library is seen as a thought leader in the GLAM sector
* Subject matter knowledge is shared with other staff and the public
* Library and Government policy is carried out efficiently
* Curatorial knowledge is shared collaboratively to grow and empower other Library staff, GLAM sector colleagues, and the public.
* The value of New Zealand’s documentary heritage is articulated effectively; protected against loss and damage; and promoted across New Zealand and internationally.
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| **Capability and Partnership*** 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
* Continually review the capability needed to support the organisation in delivering on outcomes.
* Engage effectively with others in a way that ensures that the needs of internal clients, the research community, and external agencies are understood and met
* Demonstrate and embody our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi
 | * Action taken to address identified capability gaps within their curatorial area, specifically in support of collection development, arrangement & description, research enquiries, and outreach.
* Priorities are identified, and engagement strategies are developed and implemented.
* All New Zealanders see the Alexander Turnbull Library as a safe and trusted repository for their stories and histories.
* The Library’s commitment to Te Tiriti o Waitangi, diversity, equity and inclusion, particularly as they inform collection building, relationships, and communication is demonstrated.
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| **Continuous improvement*** Draw on knowledge of current best practice in librarianship, archival theory, and associated disciplines to ensure that the collections continue to be developed, housed and described appropriately
* Develop and maintain knowledge of all areas of the Library's collections in order to provide research advice to clients
 | * The Alexander Turnbull Library Collections maintain their place in the forefront of library and archival practice; collections are identified, acquired, appraised, organized, housed, and described efficiently and effectively
* Current and future potential researchers and users of the collection are informed and able to discover and use the Library’s collections
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| **Health and safety (for self)*** Work safely and take responsibility for keeping self and colleagues free from harm
* Report all incidents and hazards promptly
* Know what to do in the event of an emergency
* Cooperate in implementing return to work plans
 | * A safe and healthy workplace for all people using our sites as a place of work.
* Health and safety guidelines are followed
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|  | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
| --- | --- | --- | --- | --- | --- | --- |
| Who you will work with to get the job done |
| Internal | National Library Managers and ATL Chief Librarian and managers | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Curatorial Services Team Leader | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| ATL and National Library staff | ✓ | ✓ |  | ✓ |  | ✓ |
| Assistant Curators | ✓ | ✓ |  | ✓ | ✓ | ✓ |
| Legal Services, Finance, Technology Services |  | ✓ |  | ✓ |  | ✓ |  |
| External | Researchers | ✓ | ✓ |  | ✓ |  | ✓ |
| Donors | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Colleagues from other institutions | ✓ | ✓ | ✓ | ✓ |  |  |
| Vendors and Publishers | ✓ | ✓ | ✓ | ✓ |  |  |

| Your delegations  |
| --- |
| Human Resources and financial delegations | Z |
| Direct reports | 0-1 |

| Your success profile for this role | What you will bring specifically |
| --- | --- |
| 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 [Specialist](http://www.dia.govt.nz/diawebsite.nsf/Files/DIA_Profile_Specialist_v7/%24file/DIA_Profile_Specialist_v7.pdf).**Keys to Success:*** Problem solving
* Critical thinking
* Interpersonal savvy
* Navigating complexity
* Communicating with influence
* Technical and specialist learning
 | **Experience:** * Experience working in a professional role in a research institution such as a research library, archives, museum, or comparable setting.
* Experience developing, managing and/or describing collections in a Library special collections, archives, or related environment
* Experience engaging or working effectively with community partners
* Experience coaching and mentoring others

**Knowledge:*** Knowledge of the geography, history, and cultures of New Zealand and the Pacific
* Demonstrated knowledge, understanding and willingness to engage with current developments, trends, and technologies in special collections and archives
* Understanding of practices, techniques, concepts and theoretical principles of archival and special collections librarianship
* Understanding of tikanga Māori, and Te Reo pronunciation

**Skills:*** Excellent written communication skills with the ability to write succinctly, coherently and in a style appropriate to the target audience
* Excellent verbal communication and presentation skills (including public speaking), with the ability to communicate information to a wide range of audiences
* Demonstrates an understanding of the implication of the Treaty of Waitangi/ Te Tiriti o Waitangi on today’s society and a commitment to ensuring that we meet our obligations under the Te Tiriti.
* Ability to work creatively, collaboratively, and effectively and to promote teamwork, diversity, equity, and inclusiveness with the Library and across the Department

**Other requirements:*** Degree in a relevant subject
* Post graduate qualification in the field of librarianship or archival studies, or demonstrated relevant experience an advantage
* Knowledge of Te Ao Māori an advantage
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