

Northland Registrar Position Description

The Northland Registrar position is a 6 month fixed term, fulltime contract, to be completed at an agreed date and to be based in Kerikeri at the Northern Regional Office and Kerikeri Offsite Storage.

Job Description: Northland Registrar – Fixed Term Collection Relocation and Documentation Project

Directorate/Team: Regional Services

Reports to: Collections Advisor

Role Purpose: This fixed term registrar position will be responsible for developing and undertaking the project to relocate stored collections in Kerikeri offsite storage and within HNZPT Northern Properties to a new storage space, digitising previously unrecorded items, and ensuring professional museum standards are met. This is the first stage of a project to improve care and access to stored Northland collections. This work supports the organisations objectives to ensure HNZPT collections are cared for in an appropriate manner that protects their heritage values.

Direct reports: Nil

Key relationships: Internal – Collections Advisor, Northern Asset Manager, Area Manager Northland, Northland Property Leads, Regional Services Team.

External – Contractors, Conservator

Background:

HNZPT currently has an estimated 6,500 collection items originating from Kemp House, the Stone Store and Pompallier, stored in offsite storage units. This material mainly consists of books and archives, textiles, domestic ware, tools, a small collection of taonga Maori, archaeological material, and some furniture and large equipment, along with a large amount of unaccessioned architectural and archaeological material.

The goal of this project is to improve preservation and access to these collections by relocating the majority of items to a new storage space in Kerikeri. Priority will be given to the most significant and at risk material: archives, books, works on paper and textiles. Where possible similar objects currently stored onsite at the Northland properties and at high risk of deterioration will also be relocated.

Key responsibilities:

Work with Collections Advisor to develop and implement project to successfully relocate prioritised stored Northland collections to new Kerikeri storage facility.

- Contribute to planning and organising new storage fit out
- Oversee collection pest treatment programme
- Organise and undertake staff and volunteer training to support relocation project
- Oversee and undertake collection packing and transport
- Complete location and condition auditing of all relocated objects
- Cataloguing and digitisation of previously unrecorded NZHPT heritage objects

- Liaise on long-term loan agreements where applicable
- Liaise with external conservators as applicable.

Key Competencies and Attributes:

- Strong knowledge of and experience in museum collection management and documentation
- Experience in handling, packing and transportation and storage of wide range of museum objects, to professional museum standards.
- Collection location and condition auditing experience
- Knowledge and experience of collection information systems, documentation and cataloguing, including Vernon CMS or similar collection management database
- Excellent planning and organisational skills
- Proven ability to develop and implement projects on time, within accepted goals and objectives.
- Must be able to work independently

Qualifications and Professional Experiences:

- 3+ years' experience in collection care and documentation essential.
- Experience with Vernon or similar collection management database
- Knowledge and understanding Collection Management best practice
- A current driver's license essential
- A tertiary qualification in Museum Studies is desirable.
- Experience with digital photography advantageous.

Budget:

Travel Nth properties for storage assessment (mileage at 0.83c/km) – \$1,000 from CA budget

Proposed salary band - \$60,000-\$70,000

26 weeks, 40 hours a week - \$30,000 - \$35,000 (up to \$35,000 allocated CA budget 2022-23)