

JOB DESCRIPTION

Position: Kaiako (Part-time, 10 - 15 h/pw) – Fixed term until November 30, 2021

Reports to: Senior Educator

Date: April 2021

PURPOSE OF POSITION

Tohaina ō painga ki te ao

Share your gifts with the world

The role of the Museum Educator is to assist the Lead Educator to develop and deliver innovative education programmes with a focus on Te Taiao - natural history, science and Te Ao Māori.

NELSON PROVINCIAL MUSEUM – PURPOSE AND VALUES

Nelson Provincial Museum's purpose is to create unforgettable experiences that stimulate awareness, celebrate diversity, excite action and entertain.

In our day-to-day work, all Nelson Provincial Museum employees will behave in a manner consistent with our behavioural values.

- *Innovation* – we strive to develop effective and innovative means to allow people to contribute and support the Nelson Provincial Museum deliver on its goals;
- *Customer Focused* – we provide a welcoming and responsive environment that encourages our customers to visit and utilise the full range of Nelson Provincial Museum's offerings;
- *Relationships & People* – we develop constructive and collaborative relationships built on mutual respect and trust;
- *Working in Teams* – we share information and knowledge through superior team work and a passion for our community;
- *Achieve Results* – we support a culture that encourages and recognises people's contribution, dedication, professional competence and service;
- *Cultural Inclusiveness* – understand, respect and celebrate Aotearoa New Zealand's diverse cultural heritage;
- *We are bi-cultural* – we support, collaborate with and consult with mana whenua iwi and work according to the principle of mana taonga: that the people whose objects we house have a unique relationship with them.

KEY FUNCTIONS AND RESPONSIBILITIES

- Deliver innovative education programmes which enhance and acknowledge Te Ao Māori Mātauranga Māori, History and Science
- Weave te reo Māori throughout all education programmes

- Uphold the principles of Te Tiriti of Waitangi
- Assist in developing, promoting and evaluating the Museum's education and public programmes.
- Assists in managing and developing partnerships with schools to offer curriculum-based programmes related to the museum's exhibitions and collection, in the museum and/or off site.
- Promote the education role of the Nelson Provincial Museum locally and nationally.
- Assist in promotion of the concept of 'whole of life' education
- Assist in effectively managing education programmes and resources.

Delivery of Education Programmes

- Delivering curriculum-based services for primary, intermediate and secondary schools of Tasman district and Nelson city at the Nelson Provincial Museum and other locations. This includes but is not limited to:
 - planning and development of teaching programmes and resources,
 - inviting feedback on the scope, quality and effectiveness of these lessons and resources,
 - assist with reporting to Ministry of Education.
- Teaching selected education programmes.
- Assisting in achievement of school attendance and any associated targets.
- Liaison with schools, community groups and other target audiences to arrange a programme of field trips, consisting of guided tours and/or demonstrations.
- Willingness to engage in the delivery of digital learning programmes
- Assisting the Lead Educator in creating learning programmes and writing resources

Education Resources

- Assisting with developing and maintaining education programme resources.
- Participating in other Museum education services.

Education Budget & Records Keeping

- Ensure Education numbers and statistics are recorded accurately in a timely manner
- Ensure teacher evaluations are undertaken for each session and are filed appropriately

Facilities

- Ensuring all Education work and storage areas are clean, and safe in compliance with current Health and Safety regulations.
- Ensuring that all Education assets and equipment are adequate, operational and properly maintained.

Collection Management

- Ensure all collection management practices are adhered to.
- Ensuring the risks to collection and education items are minimised and monitored.
- Ensuring collection items are not damaged.
- Follow all Museum procedures when using handling objects from the Education Collection, and ensure full records of object use are recorded.

Professional Development

- Keeping up to date with specialist subjects related to Museum education.

- Attending and contributing to relevant professional or special subject conferences, workshops, seminars, lectures and training sessions relating to Museum practices, customer service, cultural awareness and display innovations.

Public Programmes

- Contribute to the development of public programme opportunities, events and functions including the appropriate consultation where required.
- Participate in the development of permanent and temporary exhibitions in conjunction with other museum staff where required.

Promotion of the Museum as a Centre of Excellence

- Adhering to professional standards, practices and the Museums Aotearoa Code of Ethics.
- Adhering to Museum policies and procedures.
- Contributing to project teams and working groups.
- Promoting and maintaining excellent internal and external working relationships.

Emergency Management

- Share with all staff the responsibility for Emergency Management responses. Specific tasks are identified in Emergency Management Plans, but staff may be called upon to assist with any tasks in an Emergency Management situation.

Health & Safety

- Keep up-to-date with information on changes to your health and safety responsibilities.
- Engage in regular conversation with your team leader/manager with regards to health and safety.
- Actively contribute to improving health and safety at the Museum.
- Ensure all health and safety training is completed.
- Attend team meetings in which health and safety information is communicated.
- Ensure actions assigned to improve health and safety are completed in a timely manner.
- Participate in the development and implementation of rehabilitation plans following a workplace injury or illness.

Team Work

- Work with others to contribute to team and organisation outcomes.
- Demonstrate active support of Nelson Provincial Museum values and exhibit behaviours that are consistent with them.
- Keep up-to-date with business developments in the organisation and be in touch with the Museum's vision, mission and strategy.

PERSON SPECIFICATION

- An education qualification in an area of museum's specialisation. Ideally, this means the candidate will be a trained teacher. An ability to teach across all levels would be advantageous.
- Previous experience in education in designing and developing programmes for different areas of a museum is desirable. Experience in the delivery of digital learning programmes would be welcome.
- Sound knowledge of the objectives and curriculum of the New Zealand school system.
- Confident in using self-reflective practices.
- Support the implementation of educational programmes.

- An appreciation of museum collections, environments and standards.
- A commitment to Tikanga Māori and the place of Mātauranga Māori in the NZ education system.

ACKNOWLEDGEMENT

Health & Safety

- All staff must be conscious of potential safety risks and problems at all times.
- A Health and Safety Policy is in place at the Museum. Instructions with regards to safety given by Health and Safety representatives must be followed at all times.

Police Vetting

- This role requires a mandatory police vetting check in compliance with the Vulnerable Children's Act

Non-Limitation Clause

This job description is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake both within and outside of the normal hours of work.

ACKNOWLEDGMENT

I have read and understand the above job description.

Employee Name _____

Signature _____

Date _____