

Your Position

Your job	Exhibitions Officer Kaiwhakarite Whakaaturanga
Your group	Community & Partnerships
Your team	Pātaka
Your manager	Collections and Exhibitions Manager, Laureen Sadlier
Your base	Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Invest in 3 waters infrastructure and catchment restoration
- Proactively respond to the climate crisis
- Advocate for and provide a safe, healthy and thriving community; and
- Put our children and young people at the heart of the city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

Community & Partnerships purpose is to:

- lead Council's strategic initiatives that support and manage business and commercial growth
- strengthen strategic relationship management for Council and maintain oversight of the partnership with Ngāti Toa Rangatira
- lead the Council's partnership approach with key stakeholders and community groups
- deliver community services, including library, recreation and cultural services
- coordinate and promote the democratic processes of the Council.

Your purpose

The Exhibition Officer's role is:

- to provide on the ground coordination and management of exhibition installations across the gallery and museum programme.
- responsible for planning, scheduling, resourcing and installing exhibitions and related services and operations.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Public organisations and community organisations• Members of the public• Iwi members• Contractors, consultants and suppliers
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none">• Plan, schedule and manage the hands-on installation of exhibitions across the gallery.• Provide relevant and competent advice to the wider team in regards to art and museum exhibition installation logistics, costings, scheduling and resource planning• Work with the Curatorial team to scope exhibition layout and design for optimal public engagement, usability and safety and develop elevated layout plans for exhibition installation.• Ensure museum-standard working practices are conducted within collections and exhibition installation spaces at all times• Ensure exhibits are maintained to high standards throughout the duration of the exhibition• Ensure on-site installation of artist commissions are delivered to a high standard with a high degree of respect and courtesy shown to the artist• Assist with risk management planning to ensure exhibitions are delivered safely, on time and within budget• Proactively monitor and assess health & safety matters relating to

	<p>security, risk management, display techniques and safe art handling practices</p> <ul style="list-style-type: none"> • Provide assistance to the registrar in collection management as required • Ensure exhibitions, displays and related practices comply with relevant Council policies and any contractual arrangements • Conduct workshop inductions for internal and external operators • Dismantle exhibition furniture and props and pack for storage • Coordinate physical facility maintenance and planning needs with Porirua City Council Property Team • Contact and coordinate contractors for exhibition installation • Contribute to the overall strategic development and planning of the Pātaka programme and ensure project delivery plans are developed for each exhibition and related events, including procurement strategies
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive • Maintain and develop relationships with key community stakeholders such as the Friends of Pātaka and artists.
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • Significant knowledge and experience in museum-standard exhibition installation practices • A proven ability to plan, problem solve and research installation and preparation for the hands-on installation of museum-standard exhibitions • An ability to critically assess different art and museological modes of exhibition presentation to create informative, aesthetically refined and user-friendly visitor experiences within our gallery spaces • Strong spatial awareness and design skills • Basic carpentry skills • Experience in technical and AV experiences • An up to date awareness of the principles of the Treaty of Waitangi and bi-culturalism in Aotearoa New Zealand • Experience with budget management including costing for installations • A strong appreciation and willingness to understand and learn about diverse art and cultural practices • Able to meet the physical demands of the role • Excellent time management skills • Friendly and efficient interpersonal and communications skills • High level of personal motivation and ability to work as a team • Current clean drivers licence • Efficient word processing, excel and database skills
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	<ul style="list-style-type: none">• Understanding and commitment to health and safety in the workplace
It'd be great if you also have:	<ul style="list-style-type: none">• Relevant qualifications or experience in spatial design, theatre staging, visual arts and/or construction• Current First Aid Certificate• 3D modelling or design experience

Last updated November 2021