

## Job Description

<b>Position Title</b>	<b>Programme Developer (fixed term)</b>
<b>Reporting to</b>	Concepts and Engagement Leader
<b>Team</b>	Concepts and Engagement
<b>Date Created</b>	July 2017

### Vision of Te Manawa

Te Manawa is a museum without boundaries. Our purpose is to really make a difference, and to amplify the sense of what's possible. We do this through partnering with communities, thought-leaders, change-makers and supporters - to generate innovative programmes and fresh approaches.

*We achieve this by being:*

- An active social learning laboratory, amplifying the sense of what's possible for individuals, groups and communities
- A busy, buzzing and highly used facility
- Relevant and engaging in meaningful ways to an expanded range and number of people in the community
- Proudly 'owned' by many more avid and loyal followers

### Main Purpose

The role of Programme Developer (fixed term) is to contribute to the development and project management of the following exhibitions that are required to be completed by 30 June 2018 in line with the exhibition schedule and the 2017/2018 exhibition budget:

- Bachelor of Arts Visual Image exhibition
- Secrets of Mona Lisa exhibition
- Minkisi exhibition
- Refresh of the Journeys Gallery
- Topp Twins Touring exhibition

These exhibitions are highly engaging, community-focused projects that holistically incorporate Te Manawa's various collections and disciplines.

This role is a fixed term, full-time position, which concludes on 30 June 2018.

### Responsibility for Managing Staff

None.

## Financial Authority

As per delegated authority

## Key Areas of Responsibility

- Contribute to the development of, and research for, interactive and engaging holistic concepts and programmes that span and incorporate Te Manawa's collections and disciplines
- Ensure programmes are well planned in advance and delivered in an organised manner to ensure that best use is made of resources available, and that a quality product is delivered.
- Evaluate programmes to ensure that continuous improvement opportunities are identified
- Develop, scope, create and facilitate the provision of relevant content for concepts and programmes
- Build and develop relationships and networks that assist in understanding the application of current trends in curatorial best practice
- Build and develop relationships within the local community to help ensure that Te Manawa is conversant with local desires and needs; use this knowledge to inform the audience development strategy

***Please note:** Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Te Manawa as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. The annual Performance Agreement (PDS) will supersede this job description. In addition, employees may be asked to do tasks outside of this description as and when required.*

## Risk Management accountabilities for all employees

- **Policies, Procedures and Legislation:** Ensure compliance with applicable organisation policies and procedures. Comply with all applicable legislation.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and organisational policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health and Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)

## Key Relationships

### Internal:

- Collection Managers
- Programme Delivery Team
- Exhibition Team

### External:

- Content and concept creators and contributors (including artists, writers, technologists, scientists, puppeteers etc.)
- Relevant institutions and organisations (including other museums, art galleries etc)

## Typical knowledge, skills, and attributes

### Knowledge *(qualifications and experience)*

- Proven experience in project management or similar complemented with a project management qualification is preferred (museum exhibition experience preferred).
- Experience in the management and delivery of projects, including co-developed and/or collaborative projects, in a related field
- Demonstrated strong ability in cost planning, budgeting and financial reporting including business case development.
- Subject expertise in at least one of Te Manawa's content areas (e.g. Arts, Science, History)

### Skills and Attributes

- Computer literate – including ability to use Microsoft Office software, (including Excel, Word and Project) and Adobe Acrobat Professional.
- A positive professional attitude and an expansive sense of possibilities
- A genuine and generous attitude to the needs, expectations and values of communities and customers
- A commitment to working in ways which are responsive and create new value
- An ability to work as part of a creative team to balance aspirational thinking with prudent and pragmatic practice
- Proven ability to successfully manage collaborative activity and partnerships
- An awareness of how people and their worlds are changing and an ability to identify the fresh approaches this opens up
- Focus on delivering projects on time and within budget
- Exceptional planning and organisational skills.
- Ability to communicate effectively (written and orally) with a wide range of people from varying backgrounds
- Ability to work collaboratively and co-operatively, in cross functional teams, in a creative environment.
- Procurement and contract management skills.
- Is proactive in solving problems
- An awareness and understanding of Te Tiriti o Waitangi (Treaty of Waitangi)
- A basic level of Te Reo Maori
- An understanding of Cultural Safety in practice

## Usual Hours of Work

The job holder will be expected to work the hours necessary to fulfil the obligations of the position to the expected standard. This is anticipated to be around 40 hours per week but will depend on the demands of the position at any given time.

## Remuneration

This role is graded at **GP6** on the Te Manawa's remuneration system, i.e. between **\$61,716** (85%) and **\$72,607** (100%) depending on the Manager's assessment of the skills/experience of the jobholder and any other relevant factors.

## Core Values

Core	
<b>Kaitiakitanga</b>	We are passionate about the Taonga/ treasures we care for on behalf of the community; and their power to inform and transform us now, and into the future.
<b>Courageous and Experimental</b>	We are committed to making a real and positive difference. We think clearly and opening about how Te Manawa can best evolve to achieve this - and when and how we need to think outside the square, and be brave, daring and fearless in our thinking and actions.
<b>Open and Inclusive</b>	The principle of TATOU / WE is central to everything we do, acknowledging the mana of each person and the collective mana of all. Open communication - the ability to listen actively, with respect, and to frame relevant questions that will unlock meaning, insights and value - underpins our culture.
<b>Smart and Strategic</b>	Our sense of responsibility to our community means we are strategic about where we are going and smart, rigorous and pragmatic about how we will get there. Our decisions are based on prioritising and growing our resources and monitoring outcomes, with a focus on building our impact and sustainable success.
<b>Generous and Entrepreneurial</b>	We believe our communities and the world are full of the possibilities, talent, solutions and magic on which our future relies. To realise this potential we are generous in our approach - our ability to have fun, enjoy life and value each other underpins the spirit of entrepreneurship that drives us forward.