



Job Title:	Kaiatawhai Taonga Māori - Collections Archivist	Department:	Accessible Collections
Reportlines:			
Direct Reports:	Reports To: Poutaki Taonga Māori	Key Stakeholders: Accessible Collections group Material Producers Depositors Manager Collections OR Poutaki Taonga Māori Ngā Taonga employees	

About Ngā Taonga Sound and Vision

The New Zealand Archive of Film, Television and Sound Ngā Taonga Whitiāhua Me Ngā Taonga Kōrero (operating under the name Ngā Taonga Sound & Vision) is an independent charitable trust overseen by a Board of Trustees representing film, television, radio, archival, Māori and community interests.

Ngā Taonga is New Zealand's audiovisual archive. We save and cherish the stories, creativity and history of Aotearoa New Zealand in sound and moving images. With strong values of connection, conservation and commitment our purpose is to collect, preserve, care for and share Aotearoa New Zealand's audiovisual taonga. Our kaupapa expresses our commitment to the principles of the Treaty of Waitangi and reflects Māori and Pākehā perspectives, language and aspirations. It guides the way we work with each other, with audiovisual taonga and with those connected with them.

Position Purpose

The Kaiatawhai Taonga Māori is responsible for carrying out prioritised, project-based and specific accessioning, rights clearance and cataloguing tasks across both backlogs and new Taonga Māori collection items, as directed. This role includes te Reo cataloguing and the need to engage with mātauranga Māori based descriptive practice initiatives such as the development of the Māori Subject Headings and Traditional Knowledge Labels. Working in alignment with the Selection and Acquisition Policy and Preservation Prioritisation Framework, and collection priorities and projects set by managers, this role may also identify potential radio, music, film, video, digital or documentation deposits, and where selected, negotiate with the owners and rights holders for those deposits and acquire them. This role is instrumental in providing selection, acquisition, accessioning, cataloguing, and rights clearance services that are consistent, of high quality, in line with archival mātauranga Māori principles, kaupapa-centred in their practices and with a strong digital emphasis and customer service ethos.

The Kaiatawhai Taonga Māori provides exceptional delivery of these services, alongside effective relationship management with internal and external stakeholders.

Key Accountabilities

1. Select and Acquire

- Select and acquire backlog and new items into the collection, in line with the Selection and Acquisition Policy and Preservation Prioritisation Framework, and project priorities determined by managers.
- Deselect backlog items from the collection and arrange for return/disposal, in line with archival standards and workflows
- Ensure selected material is rehoused and labelled to archival standards

2. Accession and Catalogue

- Accession and catalogue backlog and new items into the collection, in English and/or te reo Māori.
- Handle analogue material and digital files to established standards and specifications applying appropriate quality control measures.
- Accurately enter technical metadata from analogue and digital carriers into the Ngā Taonga database.
- Contribute to the review and documentation of digital file handling workflows and processes.
- Take responsibility for sharing digital skills and understanding across members of the team.

3. Rights Clearance

- Administer the Grant of Rights to identify, negotiate and document all associated rights at the outset of a deposit and retrospectively for selected backlog collections, including for Taonga Māori items.
- Ensure rights are fully and accurately recorded in the database to support future access.

4. Research

- Research additional technical and descriptive metadata where needed.
- Ensure research is consistent, of high quality, in line with archival principles.

5. Contribute to Team Results

- Establish and monitor own work programme in conjunction with manager.
- Regularly review own current capabilities and build or source required skills.
- Take part in virtual teams, and cross-functional and organisational priority initiatives.
- Take responsibility for sharing digital skills and understanding across members of the team.
- Consider the team's financial and other resources in identifying solutions and carrying out the work programme.
- Look for opportunities to make improvements to workplace practices that improve Ngā Taonga operations and performance.
- Actively participate in the Performance Development Process.
- Look for opportunities to model and reinforce Ngā Taonga Valued Behaviours and encourage others to do the same.

6. Relationship Management

- Actively manage relationships and contractual agreements with key clients.
- Ensure relationships with internal stakeholders are maintained positively through regular and open communication.
- Ensure relationships with external stakeholders are established and maintained positively for service, research and development purposes.

7. Mātauranga Māori

- Advocate and support our commitment to a kaupapa-centred approach across all roles and activities of Ngā Taonga and encourage others to do the same.
- Identify and participate in job relevant learning activities to develop or enhance your understanding of Ngā Taonga philosophies, values and principles relating to our kaupapa-centred approach, taonga Māori and mātauranga Māori.
- Take responsibility to ensure taonga Māori and mātauranga Māori interests are considered, and where appropriate, included in the course of your work activities.
- Encourage and support the use and normalisation of te reo Māori in the workplace.
- Contribute to the Mātauranga Māori virtual team.

8. Health, Safety and Wellbeing

- Be aware of the Archive's hazards and risks, and the established controls to proactively meet all standards.
- Comply with all relevant Health and Safety policies, requirements and legislation.
- Be alert to identify or respond immediately to health and safety issues.
- Maintain your own wellness, health and safety within the workplace, and encourage others to maintain theirs.

Key Behaviours

Conservation		Connection		Commitment
Tika	Aroha	Hono	Tangata	Pono
<i>Do what is right</i>	<i>Integrity and Trustworthiness</i>	<i>Connection & Collaboration</i>	<i>Do what is right</i>	<i>Integrity and Trustworthiness</i>
Outcome: We are trusted		Outcome: We are connected		Outcome: We are valued
Valued Behaviour		Narrative/Explanation		
We value the collection by sharing it		<i>As kaupupuri of the audiovisual archive of Aotearoa, we work hard to ensure the collection is discoverable and accessible for both current and future audiences while adhering to professional best practice for audiovisual archiving. When we preserve and present archival material, we do so with appropriate attention to kaitiakitanga, manaakitanga, tikanga and the Archive's reputation. We also value and uphold the rights of depositors, kaitiaki and copyright holders.</i>		
We lift each other up		<i>We value everyone's contribution, skills and mana. We understand that our words matter, our behaviours matter and our colleagues matter. We show that by taking responsibility for the energy we bring into Ngā Taonga and our workspaces and by being generous in our interpretation of other people's motivations and actions.</i>		
We are easy to work with		<i>We work collaboratively and with integrity so that we are trusted and respected by both our colleagues and our stakeholders. We keep our promises – and we don't make promises we can't keep. We continuously improve our processes and our communications so that our work is efficient and effective as well as understood and valued.</i>		
We strive to do better		<i>We improve our chances of success by collaborating, seeking and encouraging alternative views, deliberately learning from the past, and ensuring that what we learn is made available to others – now and in the future. We recognise multiple worldviews as being valid, and we respect and acknowledge them. We understand and use feedback loops, reflecting on what worked and what didn't, and sharing this information so that we can all improve. We own our mistakes and don't blame other people</i>		
We use our time and resources responsibly		<i>As kaupupuri of the audiovisual archive of Aotearoa, we work hard to ensure the collection is discoverable and accessible for both current and future audiences while adhering to professional best practice for audiovisual archiving. When we preserve and present archival material, we do so with appropriate attention to kaitiakitanga, manaakitanga, tikanga and the Archive's reputation. We also value and uphold the rights of depositors, kaitiaki and copyright holders.</i>		

Qualifications (or equivalent level of learning)

Essential	Desirable
Tertiary Qualification	<ul style="list-style-type: none">• Level 3 or above of the Whakamātauria Tō Reo Māori Level Finder Examination (LFE), Te Taura Whiri i te Reo Māori.• Full NZ drivers' license• Tertiary qualification in archiving, history, library and/or museum/heritage studies

Knowledge/Experience

Essential	
<ul style="list-style-type: none">• Demonstrated commitment to archival ethos, practice and standards.• Proficiency in te reo Māori.• Experience working with iwi and Māori communities.• Understanding of appropriate tikanga for handling taonga.• Relationship management experience.• Understanding of rights management principles and practices.• Experience in assessing collections• Experience in accurately recording technical and descriptive metadata.• Excellent verbal and written communication skills.• Ability to operate with the utmost discretion and integrity.• Account management.• Experience in Microsoft Office suite	<ul style="list-style-type: none">• Experience in negotiating and/or clearing rights.• Understanding of conservation techniques.• Understanding of project management.• Understanding of New Zealand history.• Understanding of broadcasting history.• Understanding of moving image history.• Understanding of audio recording history.

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.