



<b>Job Title:</b>	<b>Repository Assistant, Kaiāwhina Pātaka Taonga</b>	<b>Department:</b>	<b>Preservation</b>
<b>Reportlines:</b>			
<b>Direct Reports:</b> 0	<b>Reports To:</b> Manager Repository & Facilities	<b>Key Stakeholders:</b>	
		<b>Collaborative</b> <ul style="list-style-type: none"> <li>• Tier 3 Managers</li> <li>• Lead Advisors</li> <li>• External contractors</li> <li>• Business Support</li> </ul>	
		<b>Customer</b> <ul style="list-style-type: none"> <li>• Depositors</li> <li>• Collection Management Teams</li> <li>• Preservation Teams</li> <li>• Share and Promote – Client Supply Team</li> </ul>	
		<b>Sector</b> <ul style="list-style-type: none"> <li>• External agencies and contractors</li> <li>• GLAM Sector</li> <li>• Providers and vendors</li> </ul>	

### 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 purpose of the Repository Assistant role is to ensure the physical safety and security of collections through the maintenance of archival environments and adherence to archival standards of storage, handling, access, logistics and record keeping.

## Key Accountabilities

Under the leadership of the Manager Repository and Facilities, the Repository Assistant is responsible for supporting the maintenance of our repositories, physical safety of our collections and collection retrieval processes.

### 1. Support and Maintenance

- Support the monitoring and reporting of both vault conditions and security.
- Facilitate the safe and efficient retrieval and return of collection material.
- Record collection movements in Ngā Taonga databases.
- Support kaupapa-centered delivery of archival administration across Ngā Taonga, with a special focus on collection safety for vault and repository access.
- Regularly monitor and report temperature, relative humidity and other environmental elements of all vaults as required, ensuring the documentation of same.
- Observe physical conditions, documenting and reporting discrepancies such as evidence of health and safety risks, evidence of decomposition (for example vinegar or other odour), security breaches, leaks, pests, additional cleaning requirements, etc.
- Monitor services of external contractors (including, but not limited to, security, building, environmental testing, climate control, pest management, cleaning, etc.), ensuring regularity of visits and supervising where required, liaising with Business Support as required.
- Take an active approach to the continuous improvement of vault maintenance, reporting findings to the Manager Repository & Facilities.
- Support the development and maintain knowledge of the Business Continuity Plan in relation to vaults, and associated plans/ mitigations / actions for vaults and collections in the event of emergency / natural disaster.

### 2. Collection Care

- Respond to collection management priorities and projects set by managers and provides services consistent with principles and sector standards.
- Contribute to the development of collection handling, movement and access procedures in line with agreed collection management practices, and to the development of tikanga around collection care, movement and handling in line with the Tiakina – Kaitiaki Relationship Framework and the Mātauranga Māori Strategy.
- Ensure all collection material is housed, handled, moved and accessed with care, according to archival standards, tikanga Māori practices and in line with Tiakina.
- Ensure all collection material requested for access is checked and if necessary, sent to the Preservation Team for repair before release.
- Complete routine checks and condition reports on collection material, documenting them in the database/s.
- Ensure collection items are rehoused and labelled to archival standards where required.
- Support coordination of the Archive's annual nitrate collection wind-through.
- Report to the Manager Repository & Facilities immediately when collection items cannot be located.
- Participate in collection salvage as directed by the Manager Repository & Facilities, in the event of an emergency / natural disaster.
- Provide assistance to help with mass collection movements upon request.

### 3. Logistics

- Ensure responsible and safe use of vehicles to transport collections in line with archive policy.
- Ensure the management of keys, codes and other vault access information is carried out confidentially and securely in line with archive policy, liaising with Business Support as required.
- Ensure all material required for access is housed and contained appropriately for transport.
- Observe the special Health and Safety handling and transportation requirements for nitrate, liaising with the Manager, Film Preservation in each case.
- Facilitate and record all movements of collection material in the database/s.
- Ensure collection items are held securely while away from the vault in designated locations.
- Ensure collection items are replaced in the correct orientation and position in the vault after use.
- Actively monitor collection items that are out of the vault, following up if not returned within agreed timescales.
- Respond in a timely way to urgent SLA requests.
- Provide assistance to help with mass collection movements upon request.

- Train other collection archivists as back-up for retrievals as directed by the Manager Repository & Facilities.

#### **4. Select and Acquire**

- Select and acquire backlog items into the collection, in line with the Collection Development Strategy, Selection and Acquisition Policy and Preservation Prioritisation Framework, and project priorities determined by managers.
- Collection material of unsuitable condition or significance is recommended for deaccessioning.
- Ensure selected material is rehoused and labelled to archival standards.

#### **5. Accession and Catalogue**

- Accession and catalogue backlog items into the collection, in English and/or te reo Māori (if specialist).
- Check database records are correct if necessary.
- 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.

#### **6. Motutawa Site Administration**

- Arrange lab coat supplies & laundering.
- Oversee contract cleaners in collection stores.
- Order stationery through Business Support.
- Maintain kitchen supplies, Avalon dairy account and rostering for fridge/dishes.
- Support manaakitanga / hosting for events.
- Produce signage and wayfinding for projects, construction and H&S compliance.

#### **7. 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.
- 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.

#### **8. 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.

#### **9. Customer Service and Relationship Management**

- Provide a level of customer service to internal and external parties that enables optimal outcomes.
- Maintain positive relationships with internal stakeholders through regular and open communication.
- Establish and maintain positive relationships with external stakeholders, where required.
- Prioritise requests according to set standards and criteria
- Contribute to customer service culture, processes, and procedures.

#### **10. General Digital Capability**

- Continuously seek to improve your digital capability as appropriate for your role.
- Encourage and support others to increase their capability by sharing your own digital skills.

## 11. 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>Doing what is right</i>	<i>Empathy and genuine concern</i>	<i>Connection and collaboration</i>	<i>Value and benefit to others</i>	<i>Integrity and trustworthiness</i>
Outcome: We are <b>trusted</b>		Outcome: We are <b>connected</b>		Outcome: We are <b>valued</b>
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>		
<i>We use our time and resources responsibly</i>		<i>Every day we focus on delivering value for money – with our own time, with the time of our colleagues, and with the financial, physical, environmental and intellectual resources at our disposal. We are thoughtful about our impact on the physical environment. We are always mindful of the significant contribution our funders, including New Zealand taxpayer makes to our organisation.</i>		

**Qualifications (or equivalent level of learning)**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Tertiary qualification.</li> <li>• Full NZ drivers' license.</li> </ul>	<ul style="list-style-type: none"> <li>• Tertiary qualification in history, film, media and/or archival, museum or library studies, or similar.</li> <li>• First Aid Certificate (valid).</li> </ul>

**Knowledge/Experience**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Three or more years' experience working with archival material.</li> <li>• Experience in accurately recording technical and descriptive metadata.</li> <li>• Experience with vault monitoring equipment and reporting.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Ability to operate with discretion and integrity.</li> <li>• Demonstrated commitment to archival ethos, practice and standards.</li> <li>• High standard of relationship management and communication.</li> <li>• Comfortable operating in a tikanga / Kaupapa Māori environment.</li> <li>• Experienced in Microsoft Office suite.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in maintaining collection and vault security.</li> <li>• Experience in handling nitrate film and associated legislative compliance.</li> <li>• An understanding of appropriate tikanga for handling taonga.</li> <li>• Some proficiency in te reo Māori.</li> <li>• A strong interest in New Zealand history.</li> <li>• Awareness of tikanga Māori and openness to working with iwi and Māori communities.</li> <li>• Understanding of te Tiriti o Waitangi and the responsibilities of the Treaty partners.</li> </ul>

*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.*