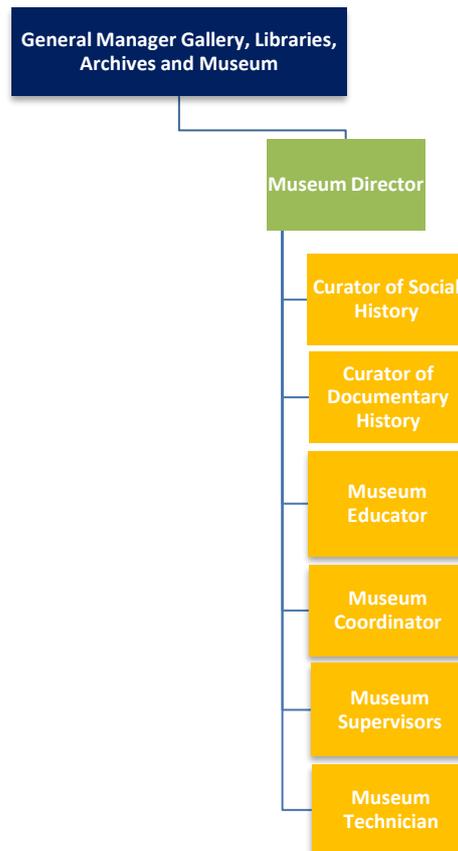


Position Description: Museum Technician

Business Group	Community Services
Reports To	Museum Director
Direct Reports	Nil
Date	March 2026
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Position

The Museum Technician will provide technical support for a range of key Museum programmes, including exhibition design and construction, collection storage, education and public programmes, and building and plant maintenance.

Carrying out these tasks will require a range of skills, experiences, and willingness to learn new skills. The technician's input into programmes will ensure that standards of quality, safety and efficiency are met and improved.

Key Relationships / Customers

External	Internal
Suppliers	General Manager Gallery, Libraries, Archives and Museum
Contractors	Museum Director
Consultants	Museum Staff
Heritage Sector representatives	All TDC Staff

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. Work with other Museum staff to plan and design items, work and projects needed to deliver programmes across several functional areas within the Museum.
2. Undertake fabrication of agreed items for programmes, such as exhibition cases and mounts, storage units, educational programme items, etc.
3. Monitor exhibitions, report any damage or issues, undertake agreed repairs.
4. Maintain Museum technical workshop and stores to a high standard, identify any ongoing requirements and potential developments and equipment purchases.

5. Manage hazardous goods storage units and contribute to Museum Health and Safety policy and planning.
6. Ensure that work and project communications are timely, effective and to a professional standard.
7. Keep up to date with relevant technologies and best practice.
8. Maintain a safe work place and environment by observing safe work practices and notify Museum Director or appropriate staff of any areas of concern.
9. Actively engage in setting own goals and objectives.
10. Assist with other duties as reasonably required by the Museum Director.
11. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
12. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
13. To be actively involved in Civil Defence Emergency Management when required.
14. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
15. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	NCEA Level 2 or equivalent
Desired Qualification	Tertiary level certificate in an appropriate technical area
Minimum Experience	1 year relevant experience in woodwork, metal work, painting or general maintenance.
Desired Experience	2+ years in museum or art gallery setting.
Mandatory Training requirements (these may be reviewed and updated from time to time)	EWP, chemical storage and handling, first aid, height training, permit issuer

Key Competencies / Skills / Knowledge

- Ability to demonstrate technical competence in woodwork, metal work, painting and general maintenance.
- Requires good knowledge of technical and craft areas relevant to Museum programmes, and ability to work with a variety of tools and materials.
- Attention to detail and high standards, ability to work with fragile objects and demonstrate appropriate handling and care procedures.
- Understanding of the Health and Safety at Work Act 2015.
- Excellent communication skills are essential.
- Ability to work well as part of a team, yet also conscientiously work unsupervised, has strategic thinking and critical analysis skills, and can demonstrate the ability to make good decisions.
- Good level of creativity in design and technical problem-solving.
- Competent with technology and working knowledge of Microsoft Office, with a willingness to learn new skills and undertake further training are essential.
- Excellent time management skills.

- Must be in possession of a full driver’s license.
- Physical capability to undertake tasks required.
- High level of honesty, integrity, confidentiality and a trustworthy manner

**General Manager Gallery, Libraries,
Archives and Museum**

Museum Technician

Date

Date