TITLE: Head Conservator  VACANCY NO: 6486

UNIT: Christchurch Art Gallery  GROUP: Customer and Community

REPORTS TO: Exhibitions & Collections Team Leader  DIRECT REPORTS: One

LOCATION: Christchurch Art Gallery  DATE: May 2017

Purpose of the position:

Responsible for managing Conservation labs and services, providing conservation consultation, examination, survey and treatment services for provision of conservation service.

- Provide a leadership role for a conservation department that supports the exhibition programme and collection related activities of the gallery
- To provide specialist conservation services to support the exhibitions and collection activities of the gallery.
- To provide specialist conservation knowledge and support services to ensure the safety of incoming and outgoing loans to the gallery.
- To ensure a programme of professional conservation (preventative and remedial) on the collection is maintained in a timely and cost effective way for all works in the Gallery.
- To advise and consult on long-term priorities of deterioration and methods of prevention. This requires maintaining awareness and knowledge of current conservation developments.
- To work within conservation laboratory practices, effectively managing staff, equipment and budget.

General:

As an employee of the Council you are required to:

- Respond to the changing needs of the Council, performing other tasks as reasonably required.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Be associated, as required, with CIVIL DEFENCE or any exercise that might be organised in relation to this council function.
- Assist, support and respond to, as reasonably required, any event where the Business Continuity Plan is activated.

Key Areas Of Accountability

Leadership

- Plan, lead, organise and control the functional output of the Staff within area of responsibility. This includes motivation and facilitation of functional team delivery of results and outcomes that drive achievement of the Gallery’s vision and key performance indicators.
- Perform administrative coordination functions, such as timesheets and leave management, budgeting and report writing, as required by the Team Leader.
- Provides direction, empowers, motivates and develops others in order to achieve business unit, group and organisational goals.
- Work with the Team Leader to ensure regular coaching and appraisal of Team Members, and provision of training and development appropriate to each person/role and role expectations.
- Is a role model for our shared values
- Work with the Team Leader and Project Manager, as required, to ensure workloads and demands on Team Members is managed and achievable.
- Provide technical role support and guidance to Team Members.
### Key Areas Of Accountability

#### Exhibitions & Collections
- Ensure the efficient and professional conservation, care, safety and disaster protection of all art works belonging to or on loan to the Gallery.
- Provide advice to ensure the Gallery environment is maintained to internationally accepted standards for the care, safety and conservation of art works.
- Undertake technical examinations and provide detailed accurate condition reports of works of art in all media, on loan to or from CAG.
- Examines materials to determine their condition and provides proposals with cost estimates for provision of conservation service. For specific treatments researches artists’ techniques, interprets scientific analysis of materials and consults with professional peers.
- Determines the advisability of transporting objects, provides information on proper packing and/or supervises or carries out the packing.
- Provide advice on conservation issues relating to installation, environmental control, packing and transport of exhibitions and loans.
- Plans, researches and manages large grant or contract funded conservation projects, includes grant proposal development and writing to fund such projects.
- Surveys collections and evaluates environmental conditions to provide recommendations for proper and safe storage and exhibition.
- Manages outsourcing of conservation treatments with external providers.
- Prepares written reports and/or photographs to document the condition of objects before, during and after treatment.
- Performs other duties as necessary to accomplish gallery goals.

#### Information and Education
- Maintain professional awareness and knowledge of conservation developments, and use this knowledge for continuous improvement at the Gallery.
- Foster a positive attitude relating to conservation with the Gallery, arts community and wider community.
- Advise and, as appropriate, advocate to the broader community on conservation of cultural property.
- Respond to particular customer concerns regarding conservation, in a courteous, efficient way. Track queries and their responses; review outcomes to achieve consistent quality of response and continuous improvement.
- Research, design and implement systems to ensure optimal protection of artworks during display, transportation and storage.
- Present public talks and actively participate in the galleries public programmes.
- Keep abreast of developments in related specialist fields through reading appropriate publications, maintaining regular contact with other practitioners, and participating in conferences, seminars and workshops.
- Participate in the organisation, routine operation and general activities of the Conservation Department.

#### Team work
- Work as an active, constructive participant in functional and project teams to deliver outcomes for the Christchurch Art Gallery. This includes working to understand multiple perspectives, being solution focused, using diversity to build strong outcomes, and delivering to specified targets.
- Balance (reactive) delivery with proactive suggestion.
- Expect the best of colleagues.
- Maintain “no surprises” relationships by keeping functional Team Leader/Manager and project Team Leader/Manager informed of work plans, activities, issues and results. This may include preparing formal reports from time to time.
- Celebrate team and individual success.
<table>
<thead>
<tr>
<th>Key Areas Of Accountability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Relationship Building</strong></td>
</tr>
<tr>
<td>• Maintain and build relationships with peer roles of Cultural Precinct partners, national and international galleries and museums, with a view to collaborative working and/or partnerships that offer mutual institutional gain.</td>
</tr>
<tr>
<td>• Represent the Gallery positively, and uphold its reputation as a high quality experience, and an institution employing professionals of high integrity.</td>
</tr>
<tr>
<td><strong>Bicultural and Museum Ethics</strong></td>
</tr>
<tr>
<td>• Observe the principle of partnership established by the Treaty of Waitangi Te Tiriti o Waitangi.</td>
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<tr>
<td>• Observe the principles of Museums Aotearoa’s Code of Ethics for Museum Staff.</td>
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<tr>
<td><strong>Health &amp; Safety</strong></td>
</tr>
<tr>
<td>• Responsible for providing a safe work environment, implementing CCC health and safety systems, encouraging employee participation and striving for continuous improvement in health and safety.</td>
</tr>
<tr>
<td><strong>Budget</strong></td>
</tr>
<tr>
<td>• Accountable and responsible for managing a budget of $40,500.</td>
</tr>
<tr>
<td><strong>Delegations</strong></td>
</tr>
<tr>
<td>• Delegated authority is as per the Register of Delegations on the Christchurch City Council website.</td>
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**Key Relationships/Customers:**

<table>
<thead>
<tr>
<th>Internal</th>
<th>Nature of the Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitions Conservator</td>
<td>Direct Report</td>
</tr>
<tr>
<td>Registrars, Curators, Technicians</td>
<td>Working closely on projects with Gallery curators, conservators, registration and installation staff and is the primary liaison between Exhibitions and Conservation. Communication with a diverse range of stakeholders to resolve issues associated with the care and handling of works.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Externals</th>
<th>Nature of the Relationship</th>
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</thead>
<tbody>
<tr>
<td>Conservators and Registrars</td>
<td>Manage the outsourcing of conservation treatments</td>
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<tr>
<td>Exhibition couriers</td>
<td>Condition reporting Information sharing</td>
</tr>
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**Formal Qualifications and Training**

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<tr>
<th>Required</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>A recognised tertiary qualification from an accredited conservation training program and relevant conservation work experience.</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Key Competencies/Knowledge/Skills/Experience**

<table>
<thead>
<tr>
<th>Required</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Proven experience in managing a conservation laboratory and the supervision of staff.</td>
<td>✓</td>
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<tr>
<td>Ability to develop and manage a high performance team.</td>
<td>✓</td>
</tr>
<tr>
<td>Highly motivated and capable of planning and implementing a conservation programme for the gallery collection and loaned items.</td>
<td>✓</td>
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<tr>
<td>Demonstrated experience in the examination and documentation of artwork across diverse media groups.</td>
<td>✓</td>
</tr>
<tr>
<td>Well-developed interpersonal, negotiation, communication and organisation skills with a proven ability to work in a high-pressure environment and to manage multiple projects.</td>
<td>✓</td>
</tr>
<tr>
<td>Demonstrated knowledge of current international standards for handling, packing, transport and display of irreplaceable works of art across all media types.</td>
<td>✓</td>
</tr>
<tr>
<td>Private motor vehicle licence</td>
<td>✓</td>
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<tr>
<td>Excellent verbal and written communication skills</td>
<td>✓</td>
</tr>
<tr>
<td>Well-developed computer literacy skills</td>
<td>✓</td>
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**Leadership**
- Understands own role in achieving the vision and goals of the organisation
- Clarifies role and action required to achieve targets by individuals and team
- Role models appropriate values-based behaviours
- Develops and manages high performing teams
- Ensures own area is integrated and structured in line with organisation requirements

**Working Collaboratively**
- Builds and maintains productive internal relationships
- Promotes exploration and use of others’ experience and ideas
- Integrates work with other teams across the Unit where appropriate
- Fosters a team spirit through a collaborative and co-operative approach to work

**Communication**
- Communicates with relevant people at appropriate times
- Encourages a culture of communication by setting up and modifying effective communication systems e.g. team briefing, memos
- Analyses, interprets and disseminates information in a manner that is suitable for all staff

**Focus on Results**
- Ensures processes are in place to deliver services to agreed standards
- Measures outcomes to ensure objectives were achieved
- Identifies barriers to goal achievement and develops strategies to overcome them
- Makes own expectations clear when making requests for resources, support or services
- Monitors and evaluates implementation of action plans
Leadership Charter

What it means to be a leader at the Christchurch City Council

Being Customer Driven and Community Oriented
A Leader:
• Ensures team delivers customer service excellence
• Understands local government protocol and has effective relationships with elected members
• Manages media relationships
• Understands and engages with the community (as appropriate)

Thinking Strategically and Acting as One Organisation
A Leader:
• Educates and inspires commitment to the strategic direction of the organisation
• Communicates frequently and effectively with staff
• Finds ways to strengthen collaborative working
• Understands and follows organisational policies
• Manages risk

Building Leadership Capability Throughout the Organisation
A Leader:
• Continually improves own and others’ leadership effectiveness
• Hires and retains capable people
• Helps staff to develop their careers
• Manages change effectively

Being Performance Driven and Accountable for Results
A Leader:
• Understands and delivers on PoaP and the LTP
• Actively manages individual and team performance
• Manages a budget effectively
• Plans and prioritises the objectives, goals and activities of the team
• Makes sound decisions

Behaving According to our Shared Values (One Team Making It Happen With Integrity and Passion)
A Leader:
• Has an engaged team
• Ensures the health and safety of their team
• Ensures they and their team “live” the values
How the position fits into the organisation:

Chief Executive Officer

Mayor’s Chief of Staff

Chief Advisor to Chief Executive Officer

General Manager Strategy & Transformation

General Manager Finance & Commercial (CFO)

General Manager Customer & Community

General Manager City Services

General Manager Consenting & Compliance

General Manager Corporate Services

Art Gallery Director

Manager Curatorial, Collections & Public Programme

Team Leader Exhibitions & Collections

Head Conservator