



Our Vision: To be the “must experience” venue that uses New Zealand’s heritage, Kiwi ingenuity, transport, technology, and the associated stories in a creative and interactive way to educate and inspire the innovators of tomorrow.

Position: Library Assistant

Reports to: Library and Archives Manager

PURPOSE OF THE ROLE

To contribute to the delivery of a quality library service by assisting Library users with research queries and working across the entire collection; with particular emphasis on published materials.

As a valued member of our Library team you will provide support to senior library staff in all aspects of the library and archive, to include the accurate recording of library holdings.

RESPONSIBILITIES

- To meet the information needs of the public
- Accurately record information on library holdings to internationally recognised standards
- Contribute to the Library team and Museum goals as in the Annual Business Plan
- Support the work of all MOTAT’s staff and sections
- Handle Library material in a responsible manner (and in accordance with MOTAT Collection Care policy)
- Follow all museum policies and procedures including but not limited to Health Safety & Environment and the Museums Aotearoa’s Code of Ethics
- Undertake any other reasonable duties as may be required to ensure that MOTAT’s business objectives are met
- Complete the following library-related tasks:
 - Enhance existing holdings records
 - Front of house duties – including answering reference enquiries, shelving, photocopying and scanning
 - External database searching
 - Vernon database searching
 - Identification of items needing conservation treatment
 - Pest control

KEY PERFORMANCE INDICATORS

- Customer service skills
- Accurate data matching and data inputting
- Cooperative team involvement
- Complies with MOTAT policies

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for:	Nil
Internal Liaison:	Library and Archives Team, Collections Team
External Liaison:	Customers

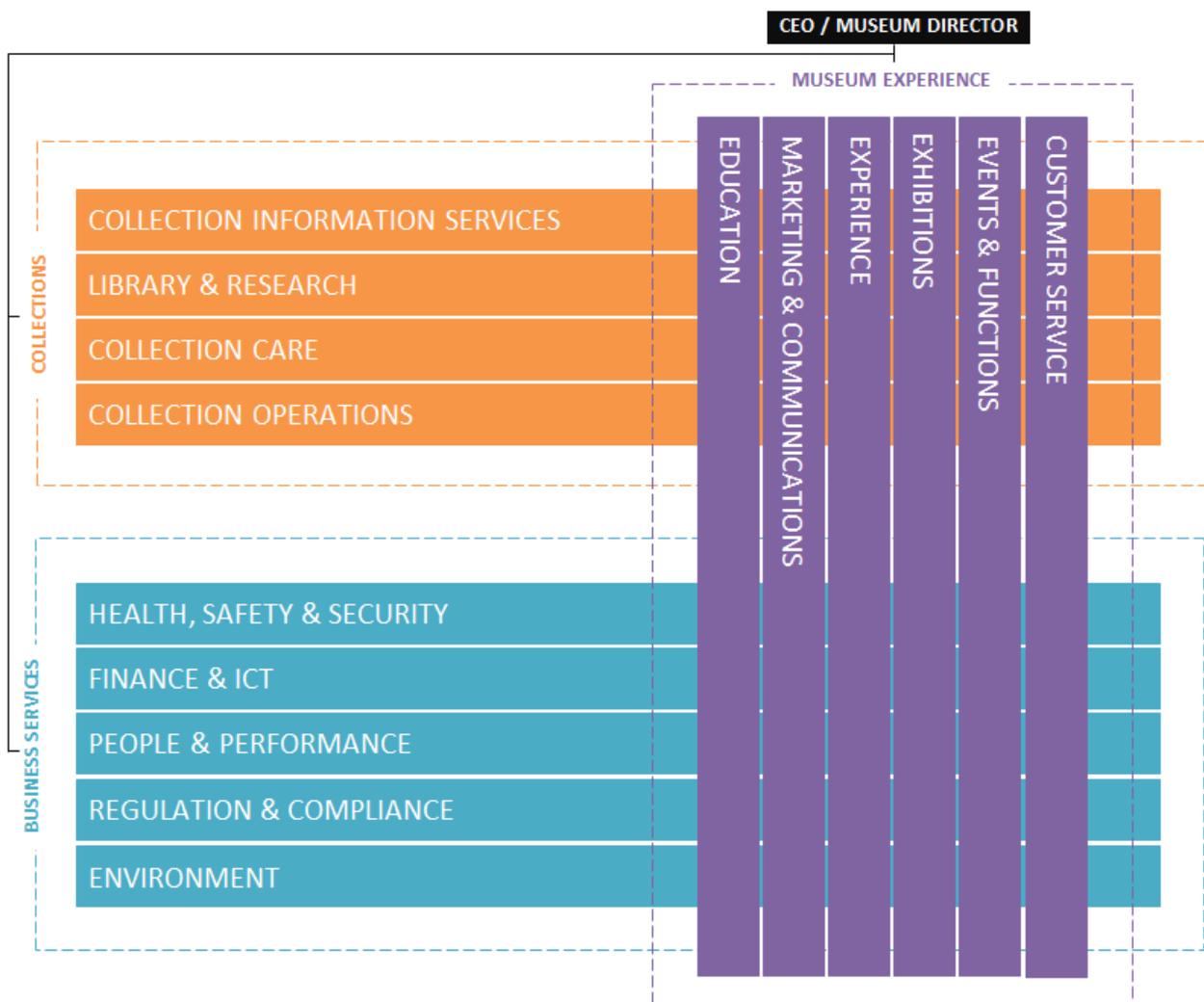
BUDGETARY AUTHORITIES

n/a

SKILLS & EXPERIENCE

- Experience working in a library, or similar customer service role
- A Tertiary level qualification or be working towards a Library, Museum or Heritage related qualification
- Experience and ability in searching and accessing information via different web-based platforms
- Good written and verbal communication skills
- Knowledge of the Vernon database would be an advantage

ORGANISATIONAL MODEL



MOTAT VALUES

Collaboration is the way we work together internally and externally as a team that respects and supports one another, sharing ideas, knowledge and skills so that we achieve our full potential.

Integrity is the foundation on which our relationships, reputation and authority are built. We will act morally, ethically and with respect and transparency at all times.

Creativity is the quality that allows us to be courageous and to try new things so as to inspire those we interact with.

Stewardship is our individual and collective duty as custodians to manage, develop and preserve MOTAT's collection, skills and knowledge and to pass them on to the next generation.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.