



OUR VISION: To be the “must experience” museum that uses past, present and future Kiwi technology and ingenuity to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

Position: Exhibitions Manager

Reports to: General Manager – Museum Experience

PURPOSE OF THE ROLE

The Exhibition Manager plays a central role in ensuring that the MOTAT visitor experience is aligned with the vision, audience, and collection. The role is responsible for leading the development and delivery of temporary and longer-term exhibitions at all MOTAT sites, as well as touring exhibitions. This strategic role is responsible for a unique and complex programme of exhibitions and the associated operating and capital budgets, with accountability for the Museum’s success in these areas.

In line with MOTAT’s vision, the Exhibitions Manager is responsible for building a programme of exhibitions that are educative and inspiring, creative and imaginative, as the Museum strives to engage its target audiences.

RESPONSIBILITIES

- Lead and manage MOTAT’s Exhibitions team, fostering collaboration and mutual support among teams and functions. Inspiring the team to innovate to achieve the objectives set out in the MOTAT Master Strategy, Visitor Experience Plan, and Annual Plan and in delivering a uniquely MOTAT exhibition programme.
- Plan, develop, and implement strategy and processes for exhibitions development and interpretation (including but not limited to exhibition proposals, content plans, policies, and business cases). This extends to the development of all exhibitions at MOTAT, bringing in touring exhibitions, and touring MOTAT exhibitions.
- Act as both a programme manager and a project manager on Exhibitions projects. As Exhibitions Manager you are accountable for managing a complex exhibitions programme, therefore projects will often be led by other members of the Exhibitions team and you will operate as a Programme Manager.
- Consider the needs and motivations of audiences in the design and development of exhibitions that achieve MOTAT's vision. Each exhibition should be innovative and should be informed by audience research and brand alignment.
- Champion the incorporation of te ao Māori from the concept stage of exhibition development, seeking advice and expertise as required, and growing the capability of the Exhibitions team in the process.
- Scan the environment to ensure that the exhibitions programme is responding to the latest trends and innovations in the visitor experience space.
- Proactively develop and manage relationships with external individuals and organisations where they contribute as partners to the exhibition programme.

- Drive initiatives to achieve MOTAT’s key performance indicators for audience development, increased visitation, digital engagement, and increased access to collections.
- Work closely with the other Museum Experience hub managers to develop exhibitions around which wider museum offers can be developed, specifically Public Programmes, Education, and Digital Engagement.
- Work with other MOTAT Team Members to utilise MOTAT Collection and display collection objects in line with standards of interpretation and collection care.
- Establish, lead, and manage multi-disciplinary teams from across the Museum for each exhibition, promoting a collaborative, flexible, and creative approach.
- Lead the team to consistently deliver exhibitions on time and within budget, providing management reports, including Board Reports, as required.
- Manage exhibitions spaces and the facilities set aside for permanent and temporary touring exhibitions.
- Ensure that high quality content and interpretation is developed and commissioned as part of exhibition planning, including the input of external third parties.
- Contribute to the management and leadership of MOTAT through participation in the Museum Experience hub, managing change and building relationships internally.
- Procure and manage contractor services, including but not limited to exhibition designers, specialist fit-out contractors, and content developers; managing the contracts and relationships with these organisations, including for touring exhibitions, as required.
- Effectively manage schedules, resources, and budgets (both CAPEX and OPEX) in accordance with MOTAT’s financial guidelines and parameters.
- Provide effective leadership and management of the Exhibitions team and follow all People & Culture people management policies and procedures.
- Follow all museum policies and procedures including but not limited to Health & Safety and the Museums Aotearoa Code of Ethics.
- Undertake any other reasonable duties as may be required from time-to-time to ensure that MOTAT’s business objectives are met.

KEY PERFORMANCE INDICATORS

- Timely delivery and execution of all strategies and plans as relevant to this position.
- Meet all objectives related to the development, management, and communication of the exhibition programme as agreed annually with the General Manager – Museum Experience.
- Lead a high-performing exhibitions team that delivers exhibitions within time and on budget.
- Meet or exceed exhibition visitation targets.
- Align exhibition programme with key strategies, including the Collections and Digital strategies.
- Collaborative, creative, and inclusive approach with high audience focus.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for: Exhibitions Team

Internal Liaison: Museum Experience Managers (Education, Public Programmes, External Relations, Digital Engagement), Collections Hub, Conservation Manager, Registrar, People & Culture, MOTAT Team

External Liaison: Exhibition Partnership Organisations, Contractors (including designers and audience researchers), Industry Sector Groups, Professional Associations

BUDGETARY AUTHORITIES

\$10,000

SKILLS & EXPERIENCE

- Minimum 5 years' experience in exhibition development and delivery with proven management and leadership experience gained through a museum or visitor attraction environment.
- Experience in a programme management role in an audience-focussed organisation, including responsibility for the programme, budget, and logistics.
- Demonstrated business acumen; strategic planning, resource allocation, budget management, leadership, project management, and coordination of people and resources.
- Demonstrated understanding of matauranga Māori and experience incorporating both te ao Māori and te reo Māori into the development of visitor experiences.
- Proven leadership experience and experience leading high-performing teams, ideally within the GLAM or tourism or visitor sectors.
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Extremely organised and able to multitask and demonstrated ability to communicate effectively with, and present to others in writing and orally.
- Technically savvy; proficient on all standard office software such as Microsoft Office Suite.
- Demonstrated understanding of budgets and financial processes.
- Exposure to media production desirable; communication and dissemination techniques and methods including alternative ways to inform and entertain via written, oral, visual, and digital media.
- High attention to detail, with a strong sense of accountability.
- Relevant tertiary qualification or equivalent experience.

OUR VALUES

Ō MĀTUA UARA

Innovation	We will be courageous and try new things.
Collaboration	We will work as a team that respects and supports others.
Integrity	We will act ethically and with respect and transparency.
Sustainability	We will foster knowledge and promote technology that is beneficial to our community.

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.