

Collection Manager Botany

The Museum of New Zealand Te Papa Tongarewa is seeking to appoint a Collection Manager Botany within its Natural Environment team. The appointee will work closely with Botany curatorial staff and one other Collection Manager Botany.

The position will have primary joint responsibility for managing Te Papa's collection of 270,000 botanical specimens, including seed plants, ferns, mosses, liverworts, lichens and algae. This role is not seen as a research position.

The successful candidate will be expected to:-

- Demonstrate a working knowledge of the New Zealand flora
- Organise and participate in fieldwork being able to identify plants in the field
- Prepare plant specimens ready for incorporation into the Museum's collection
- Have practical experience using a database, including entering, updating and searching for data
- Manage compliance standards surrounding the botany collection
- Build relationships with stakeholders in other organisations and institutions
- Manage a variety of processes, including loans and new acquisitions
- Demonstrate meticulous record keeping and orderly work habits
- Have a proven ability to work and proactively participate within a team environment

The successful applicant will have a degree in botany or equivalent competency, experience working with collections, and a commitment to outreach activities in a team-based museum environment.

This is a full-time permanent appointment.

To view a copy of the job description and to apply online please visit our website (www.tepapa.govt.nz/jobs). For further information please contact recruitment@tepapa.govt.nz and quote reference TP1057.

Applications close at 10am on Monday 10 May 2010.