

POSITION DETAILS

TITLE	Manager Arts and Heritage
REPORTS TO	General Manager Community Experience
LOCATION	Whakatāne District Council offices
DATE	June 2025
DIRECT REPORTS	TBC – Approx 7 FTE (total team)
FINANCIAL DELEGATION	\$30,000

PURPOSE OF POSITION

This role leads the strategic direction and operational delivery of arts and heritage services within the Whakatāne District Council, providing leadership in the development, care, and exhibition of the Council's heritage and gallery collections, with the aim of building community access and engagement across the Arts.

KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
VALUES	The best interest of the organisation is represented at all times ensuring Council values are reflected in behaviours and professional delivery of role.
PEOPLE LEADERSHIP	<p>Lead and support a multidisciplinary team building a positive, collaborative, and innovative team culture.</p> <p>Lead change initiatives and support continuous improvement in service delivery and staff experience.</p> <p>Provide effective leadership, coaching, support, and professional development to grow team capability, engagement and performance.</p> <p>Promote teamwork and collaboration among staff, encouraging an environment of innovation and continuous improvement in service delivery.</p>
BUSINESS PLANNING AND DELIVERY	<p>Develop and lead the implementation of the vision, strategy, and business/work plans for the arts and heritage team aligned with Council goals and community aspirations.</p> <p>Ensure the effective development, documentation, conservation, storage, and exhibition of the Council's collection of objects, artworks, taonga Māori, archives, and photographs, meeting professional standards.</p> <p>Champion bicultural practices and the integration of mātauranga Māori across all areas of Arts practice.</p> <p>Manage arts and heritage budgets, funding applications, contracts, and reporting requirements, ensuring effective use of resources and strategic alignment.</p> <p>Use data and analytics to monitor performance, inform planning and decisions, and demonstrate impact.</p> <p>Oversee the management of loans, acquisitions, collection storage, and the digitisation of records to national and international museum standards.</p> <p>Ensure compliance with safety, legislative, professional, and ethical standards in arts and heritage services and spaces.</p>

COMMUNITY EXPERIENCE	<p>Grow and enhance public access to, and engagement with, the district's cultural assets, and foster meaningful connections with local communities, iwi, and partners.</p> <p>Collaborate and support colleagues in the development of programmes and promotions to grow visitors and community engagement across the heritage, galleries and library spaces with an aligned offering.</p> <p>Support and enable the development and delivery of high-quality, inclusive exhibition programmes.</p> <p>Promote collaboration with artists, curators, cultural advisors, and educators to create engaging, educational, and relevant experiences for diverse audiences.</p> <p>Create opportunities for patrons to share feedback and ideas and ensure their voices are heard and incorporated into decision-making.</p>
RELATIONSHIP BUILDING	<p>Build and maintain strong partnerships with iwi, community organisations, educational institutions, funding bodies, and the wider arts and heritage sector, advocating for resources and funding.</p> <p>Solicit and encourage cultural advice and guidance and incorporate this within business planning and delivery.</p> <p>Represent the Council in professional networks and forums.</p> <p>Lead and support processes for repatriation, access, and consultation with iwi/hapū and key cultural partners.</p>
HEALTH, SAFETY AND WELLBEING	<p>Ensure Council's documentation and procedures are understood and implemented to ensure risks to health and safety of those in the workplace are eliminated and / or controlled.</p> <p>Accurately report all work-related hazards, incidents and accidents and implement any follow up corrective actions.</p> <p>Provide support, as required, to Health and Safety staff and General Manager to complete due diligence audits and other internal audits, assessments, and investigations.</p> <p>Regularly attend Health and Safety training, ensuring certification is current, as required.</p> <p>Ensure active worker participation and engagement in Council's health, safety and wellbeing practices and projects.</p>
ADDITIONAL DUTIES	<p>Assist with emergency management events as instructed and attend relevant training in Civil Defence as required.</p> <p>Attend relevant training, as required.</p> <p>Complete other duties that may be required, in agreement with the line Manager.</p>

KEY RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> Whānau, Hapu & Iwi groups Museums, Galleries and Archive centres Educational institutions and Community Groups Funding agencies. 	<ul style="list-style-type: none"> Councillors Leadership team Arts and Heritage management team and staff.

PERSON SPECIFICATION

QUALIFICATIONS	A tertiary qualification in museum studies, heritage management or a related discipline, preferably with a Masters or Doctorate.
EXPERIENCE	<p>Minimum of 5 years' experience in a senior museum, gallery, or heritage role.</p> <p>Proven experience in team leadership, strategic planning, and project management.</p> <p>Demonstrated experience working with taonga Māori and bicultural museum practices.</p>
KNOWLEDGE, SKILLS AND ATTRIBUTES	<p>Demonstrated skills in leading and developing teams, managing growth and performance, and achieving cultural alignment with organisational values.</p> <p>Excellent relationship management and communication skills, with the ability to engage respectfully and collaboratively with iwi, artists, and community groups.</p> <p>Strong understanding of best practice in museum and gallery operations, including collection care, exhibition development, and public programming.</p> <p>Excellent interpersonal skills and ability to relate to, and collaborate with, people at all levels.</p> <p>Commitment to Te Tiriti o Waitangi and cultural competency in working with Māori communities.</p> <p>High level of organisational, financial, and analytical skills.</p>
OVERALL	<p>Has no previous or current medical conditions, which would affect the ability to perform the duties described in the job description.</p> <p>Able to work overtime and weekends should this be required.</p> <p>Full clean current drivers' licence.</p>

I, _____ agree and accept the duties and responsibilities captured in this position description.

Employee signature

Date

Our vision and values

Tō tātau matakitenga me ngā wāriutanga

OUR VISION *Te matakitenga*

Better Together *Toitū te Kotahitanga*

OUR VALUES *Ngā wāriutanga*

We put **people** at the heart of everything we do
Toitū te Tangata!

- We value relationships
- We think of others
- We listen to understand
- We value our differences

We are always **learning and improving**
Toitū te Taumata!

- We look for success on the horizon
- We seek out opportunities to grow
- We safely make mistakes
- We strive to be better
- We're open to change and embrace it
- We ask questions and challenge assumptions
- We reflect and review
- We ask for and share feedback
- We're brave and have courage

We care about our **environment**
Toitū te Taiao!

- We keep our communities informed
- We are stewards of our place
- We bring people together
- We consider the needs of our communities
- We improve quality of life
- We are the community

We are **passionate and proud**
Toitū te Mauri Ora!

- We love this place
- We love what we do and do what we love
- We bring energy and enthusiasm
- We look to have fun
- We aim for the best version of ourselves every day
- We acknowledge our efforts
- We share success stories
- We honour our past
- We look to the future together

We work as **one team**
Toitū te Mahi Tahi!

- We trust and support each other
- We speak up
- We share our story
- We back each other up
- We keep each other informed and up to date
- We involve each other
- We ask for help when we need it



WHAKATĀUKI

Hūtia te rito o te harakeke,
kei hea te kōmako e kō, kī mai ki ahau.
He aha te mea nui o te ao, māku e kī atu,
he tangata, he tangata, he tangata.

*Take away the heart of the flax bush
and where will the bellbird sing?
If you ask me what is the most
important thing in the world
I will tell you, it is people,
it is people, it is people.*