

JOB DESCRIPTION	
Job Title Research Library and Archives Manager	
Division Regional Facilities Auckland	Reports To (Attach Structure) Head of Curatorial and Exhibitions
Department Auckland Art Gallery Toi o Tāmaki	Direct Reports Librarian / Archivist Librarian Discovery & Access
Unit Curatorial and Exhibitions	Indirect Reports None
Team Library	Location Auckland Art Gallery Toi o Tāmaki
Key Purpose of Role The Research Library and Archives Manager manages the Art Gallery's E.H. McCormick Research Library, supervises its staff and develops its collections to meet the needs of gallery staff and public users. The Research Library and Archives Manager is expected to find innovative ways to broaden access to research collections including contributing to digital and online strategies, exhibitions and publications, and is responsible for ensuring the development, care, preservation and promotion of its collections.	
Key Responsibilities	Expected Outcomes
Leadership <ul style="list-style-type: none"> • Provide leadership and direction to the unit and contribute to the wider leadership of the department • Effectively manage performance of staff to ensure customer requirements are met • Support team through coaching and mentoring • Utilise all resources efficiently and ensure individual inputs are managed to achieve maximum return on investment and transfer of relevant skills and knowledge • Undertake a training role in area of professional expertise to widen the skills and knowledge of others ensuring they develop as professionals • Work closely with HR and other managers on issues relating to training and development, recruiting, induction, rewards and recognition, and performance management to ensure the team is effectively managed 	<ul style="list-style-type: none"> • Work is effectively managed in accordance with priorities and outcomes are achieved • Motivated team deliver on objectives and support council's direction • Team skills are progressed as a result of mentoring and training • Resources are managed with optimal results within budget • HR and organisational requirements are met
Library Management <ul style="list-style-type: none"> • Provide the Research Library with direction and vision, and develop and implement strategic goals • Supervise the daily running of the Research Library ensuring that staff and public can effectively utilise the resources 	<ul style="list-style-type: none"> • Library has a current vision and strategy, and an up-to-date Collection and Archives Policy • Requirements of staff and public users are met • Customer satisfaction increases • Monthly reports are accurate and informative

<ul style="list-style-type: none"> • Ensure reference services are managed so that all library users enquiries are answered in a timely and effective way • Oversee the safe and effective running of the Research Library reading room and assist with enquiries and desk duty as required • Ensure the Research Library operates within budget • Provide regular updates on Library's activities and visitor statistics • Maintain and develop the Library's relationship with other art libraries, and membership of ARLIS (Art Libraries Society of Australia and New Zealand) 	
<p>Collection Development and Management</p> <ul style="list-style-type: none"> • Publicise the research collections through the effective provision of information, liaison and access • Recognise and identify research material, including archives and online resources, for acquisition in order to develop the Research Collections and to be responsible for the donation or purchase of this material • Provide high quality and current information on art and art activities • Maintain and develop the archival, manuscript and ephemeral research resources • Ensure the Research Collections are properly stored and catalogued, including material in offsite storage. Maintain strong relationship with Auckland Libraries. • Use the Gallery's collection management system Vernon where appropriate • Ensure resources are accessible to Gallery staff, professional colleagues, researchers, students and members of the public • Continue to develop the library's important art archive collections, including acquisition planning, development and advocacy. Be fully informed on preservation practices for library and archives material • Be fully informed of current copyright legislation in regard to the visual arts, text and website material • Continually seek to identify improved collection management and services • Liaise and recommend to the Head of Curatorial and Exhibitions appropriate and improved storage and housing of the Research Collections 	<ul style="list-style-type: none"> • Resources are easily accessible to library users • Access to the collections is continually broadened and improved • Improved collection management, services and storage facilities are implemented
<p>Online Access</p> <ul style="list-style-type: none"> • Ensure the Library's web pages are updated and continue to develop their content • Ensure the Library's archive collections continue to be catalogued on Vernon and 	<ul style="list-style-type: none"> • Online access to Library resources is continually developed • Customer satisfaction increases • Library resources are preserved and more widely accessible through

<p>made available on the Gallery's website</p> <ul style="list-style-type: none"> • Continue to improve online access to Library resources • Manage and develop the Library's digitisation programmes of audio-visual, image and textual material • Continue to develop the Find NZ Artists in collaboration with Christchurch Art Gallery Library • Work with the Curatorial team and other Gallery staff to maintain and develop The Complete Frances Hodgkins website • Improve the visibility and usage of the research collections by identifying online strategies, collaborations and opportunities 	<p>digitisation</p> <ul style="list-style-type: none"> • Library archives are available on the Gallery's website
<p>Exhibitions</p> <ul style="list-style-type: none"> • In conjunction with Librarian/Archivist plan and develop the regular archival exhibitions in the library display case • Promote the use of archives in the Gallery's exhibitions and, where appropriate, develop an archives exhibition for the main Gallery spaces 	<ul style="list-style-type: none"> • Archive collections are researched and exhibited to a high standard and connect to the Gallery's exhibition programme
<p>Library Journal</p> <ul style="list-style-type: none"> • Working closely with the Gallery's Editor, effectively manage the Library's annual journal Reading Room • Ensure editorial meetings are organised • Liaise with editors, contributors and peer reviewers • Oversee copy editing and production, sales, distribution and promotion. 	<ul style="list-style-type: none"> • Annual journal is produced on budget and to a high standard of content • Sales and distribution channels are maximised
<p>Organisational Obligations</p> <ul style="list-style-type: none"> • Action the organisation's good employer obligations and equal employment bicultural policies and practices • As an employee of the organisation, you are required to be associated, as required, with Civic Defence Emergency Management or any exercise that might be organised in relation to this organisation function. • Promote a safe and healthy workplace by undertaking responsibilities as outlined in the organisation's health and safety policy and procedures • Promote activities and initiatives that assist the organisation achieve its vision and mission • Promote one-organisation initiatives and action these service characteristics • As an employee of the organisation you are required to familiarise yourself with and 	<ul style="list-style-type: none"> • Regional Facility Auckland meets its obligations as an employer • Regional Facility Auckland's reputation is enhanced within the community • Health and safety requirements upheld

<p>comply with all organisation policies, including but not limited to, the organisation's Code of Conduct</p>	
<p>Qualifications</p> <ul style="list-style-type: none"> • Professional library qualification (MLIS or equivalent) • A degree in art history or a related discipline 	
<p>Experience</p> <ul style="list-style-type: none"> • Minimum of 4-5 years recent experience in managing library or archive collections, including staff and budget management • Extensive practical experience working in a library environment, preferably an art library • Excellent knowledge of and strong interest in the visual arts • Excellent customer service and communication skills • Experience in publishing material in print and online desirable • Experience and knowledge of digital solutions within a library or archives environment • Demonstrated computer proficiency, especially with Microsoft office applications 	
<p>Skills/Competencies</p> <ul style="list-style-type: none"> • Ability to effectively lead a team, strategise and plan • A commitment to excellent customer service • Excellent communication and people skills • Skilled in project management and focused on achieving goals • Skilled in time management and prioritisation of tasks 	
<p>Key Relationships</p> <p>Internal The Research Library Manager works closely with all Gallery staff that utilise the services of the Research Library, and with the Lead Team.</p> <p>External The Research Library Manager is required to provide specialist information services to the public in general, students, colleagues in other art museums, art historians, authors and critics, art dealers and artists.</p>	
<p>Delegated Authorities</p> <p>Budgeted: Opex Capex</p> <p>Unbudgeted: Opex Capex</p>	
<p>Disclaimer</p> <p>The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.</p>	