

ARATOI - WAIRARAPA MUSEUM OF ART & HISTORY

SCHEDULE 1

Position Description

Effective: until 10 January 2027

Position	Museum Educator (fixed-term)
Base Salary Hours	20 hours/per week
	Usually worked Mondays - Fridays, between 9am – 3pm
Reports to	Director

Position Purpose

On behalf of Aratoi Regional Trust (ART) to:

- Fulfil obligations in line with the Ministry of Education Enriching Local Curriculum (ELC) funding agreement, including evaluation reports.
- Development, delivery and evaluation of education programmes for Aratoi. The programme will be delivered across sectors, ranging from Early Childhood to Secondary.
- Teach museum education in line with the school curriculum and contemporary approaches to museum education.
- You will build on and expand on your links within the educational sector and work in close relationship with Aratoi staff - and maintain a positive and functional work relationship with all Aratoi staff, volunteers and contractors as well as visitors to the museum.
- Display excellent customer services skills and the inclusion of communities in the use of museum facilities and services.

Internal relationships

All ART staff, volunteers and contractors; ART Board

External relationships

Ministry of Education, REAP Wairarapa, Education providers, students, any visitor and stakeholder of ART, in particular Friends of Aratoi, Aratoi Patrons Trust, local iwi-tangata whenua, local government/District councils (Masterton, Carterton, South Wairarapa), Masterton Trust Lands Trust, Trust House Foundation, Wairarapa Archive, related heritage and art groups, heritage and art funders.

Position description

Education

- Deliver the Aratoi education programme in line with the school curriculum. Lead the research and development of future programmes.
- Communication with schools and education providers. Follow up with schools regarding potential bookings. Manage bookings and scheduling of group visits.

- Manage all aspects of the education programme, including liaison with schools/teachers, development, delivery and evaluation of programmes, development and improvement of resource kits etc.
- Develop and implement school holiday programmes/activities.
- Promote the Aratoi education programme to education providers and the wider community.

General & Relationships

- Demonstrate a can-do and positive attitude towards students, education providers, Aratoi staff, volunteers, stakeholders and funders.
- Willingness to learn and basic knowledge of tikanga and te reo Māori, and the NZ curriculums.
- An understanding of and commitment to the principles and practice of the Te Tiriti o Waitangi as they apply to museums and education.
- Develop and maintain positive relationships with key stakeholders, partners and funders.
- Perform any tasks that may be required from time to time and within reason.
- Compliance with Museums Aotearoa Code of Ethics
(http://www.museumsaotearoa.org.nz/sites/default/files/ma_code_of_ethics_br_2014_v5_web_0.pdf)