



ANTARCTIC HERITAGE TRUST  
 ——— INSPIRING EXPLORERS ———

## Position Description

<b>Organisation:</b>	Antarctic Heritage Trust
<b>Position Title:</b>	<b>Artefact Conservation Programme Coordinator</b>
<b>Employment Basis:</b>	<p>2-year fixed term contract.          FTE 1.0 (40hrs per week)</p> <p>Approximately 6 – 12 weeks per year during the summer based in Antarctica in field camp with shorter periods at Scott Base. When working in Antarctic or undertaking field work additional hours outside core working hours will be required to fulfill the role.</p>
<b>Reports to:</b>	<b>General Manager Programmes</b>
<b>Location:</b>	AHT offices at 7 Ron Guthrey Road, Christchurch, and Antarctica
<b>Context:</b>	<p>The Antarctic Heritage Trust (the Trust) is a New Zealand-based not-for-profit with a vision of ‘Inspiring Explorers’.</p> <p>Through its mission to conserve, share and encourage the spirit of exploration the Trust cares for the remarkable expedition bases of early Antarctic explorers including Captain Robert Falcon Scott, Sir Ernest Shackleton and Sir Edmund Hillary and contracts our technical expertise internationally.</p> <p>The Trust shares the legacy of exploration through outreach programmes and encourages the spirit of exploration through the Inspiring Explorers Programme of expeditions and education to engage and inspire youth.</p> <p>The Trust’s strategic goals are:</p> <ol style="list-style-type: none"> <li>1. Conserve Antarctica’s heritage under the Trust’s care for future generations.</li> <li>2. Share the world’s greatest polar exploration stories.</li> <li>3. Encourage youth to explore the physical world to educate and inspire them.</li> <li>4. Sustain and grow the Trust’s programmes, while caring for people and the planet.</li> </ol> <p>The Trust is governed by a high level, international board of Trustees and has a strong profile both nationally and internationally.</p> <p>Antarctic Heritage Trust is committed to a diverse workplace. All qualified applicants will receive consideration for employment without regard to race, religion, gender, identity or expression, sexual orientation, national origin, genetics, disability or age.</p>

<p><b>Role Purpose:</b></p>	<p>The appointee will be responsible to the GM Programmes for planning and implementing a programme of artefact preservation and conservation for the combined artefact collections associated with the historic sites in the Ross Sea region under the Trust’s care, and including the Reserve Collection (held in Christchurch, NZ).</p> <p>The artefact programme will take place within the wider context of the <i>Ross Sea Heritage Restoration Project (RSHRP)</i>, and will involve close cooperation and programme planning with the Building Conservation Programme Manager, the Heritage Manager, the Trust’s panel of Heritage Advisors, and the contracted conservation staff who make up field and project teams on an as required basis.</p> <p>Programmes of work are heavily focussed on developing and delivering summer Antarctic field seasons, but also involve NZ-based conservation work, as well as the required input to conservation documentation and reporting, and permit and programme applications on a seasonal basis.</p> <p>The role involves contributing to the Project at a strategic level and overseeing the daily management of the artefact RSHRP conservation project within approved budgets.</p>
<p><b>Experience and Qualification:</b></p>	<ul style="list-style-type: none"> <li>• Tertiary qualification in heritage materials conservation (objects or metals in particular) relevant to the social history objects In the AHT collections. Experience with remote project conservation work and/or Antarctic experience is preferable</li> <li>• Competence in international codes of ethics.</li> <li>• Competence in values-based heritage assessment.</li> <li>• Significant experience in practical artefact conservation of social history collections.</li> <li>• Metals conservation expertise preferable.</li> <li>• Proven project management experience.</li> <li>• Strong Health and Safety and operational focus.</li> <li>• Experience in managing budgets.</li> <li>• Ability to build strong working relationships.</li> <li>• Ability to effectively work with diverse staff and contractors in a challenging environment.</li> <li>• Ability to work competently to agreed time constraints, project budgets and deadlines.</li> <li>• Strong written and oral communication skills and an ability to report on progress in a concise and accurate manner to a range of audiences including trustees and high-profile stakeholders.</li> </ul>
<p><b>Key Relationships:</b></p>	<ul style="list-style-type: none"> <li>• General Manager Programmes</li> <li>• Heritage Manager</li> <li>• Building Conservation Programme Manager</li> <li>• Other AHT Managers and general staff</li> <li>• Antarctica New Zealand staff;</li> <li>• Canterbury Museum management and staff;</li> <li>• UKAHT staff</li> </ul>

	<ul style="list-style-type: none"> <li>• Project consultants – project management advisers, conservators, and archaeologists.</li> </ul>
<b>Financial Responsibility:</b>	<ul style="list-style-type: none"> <li>• Management of approved budget line items and delegated authorities in the annual RSHRP budget, (based on approved Annual Business Plan)</li> </ul>
<b>Performance Reviews:</b>	<ul style="list-style-type: none"> <li>• Key performance indicators set in the first month of each financial year. Performance reviews twice yearly with line manager.</li> </ul>
<b>Driver's Licence:</b>	<ul style="list-style-type: none"> <li>• Yes</li> </ul>
<b>Computer Skills:</b>	<ul style="list-style-type: none"> <li>• Computer literate in the Microsoft suite with intermediate - advanced skills in Word, Excel and PowerPoint.</li> <li>• Experience with museum databases.</li> </ul>
<b>Expectation</b>	<ul style="list-style-type: none"> <li>• Desire to see the Trust succeed in its vision of Inspiring Explorers</li> <li>• Commitment to the values and principles of the Trust including: <ul style="list-style-type: none"> <li>- Is open minded and works to the principle that anything is possible</li> <li>- Treasures the spirit and legacy of exploration</li> <li>- Willing to take well calculated risks</li> <li>- Will strive for excellence</li> </ul> </li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Desire to work as part of a team on a uniquely challenging and world leading heritage project and make a positive difference.</li> <li>• Ability to think both innovatively and strategically.</li> <li>• High level of personal and professional standards.</li> <li>• Self-motivated with a strong work ethic and drive to succeed.</li> <li>• Ability to work to external deadlines</li> <li>• Systematic and organised</li> <li>• Values open and honest communication and works with others to continuously improve, is open to feedback, change and implementing better ways of doing things</li> <li>• Collaborative mindset with strong networking skills and ability to work collaboratively with a diverse range of people and across multiple stakeholder environments.</li> <li>• Thrives in a fluid environment and likes change</li> <li>• Empathy to work collaboratively within a small high achieving team environment.</li> <li>• Positive outlook with a “can do” attitude.</li> <li>• Ability to both accept and provide leadership and strategic advice</li> <li>• Confident and effective written and verbal communicator.</li> </ul>

Key Responsibilities	Tasks
<i>RSHRP – Artefact Conservation</i>	<ul style="list-style-type: none"> <li>• Be responsible for the planning, implementation and delivery of a programme of practical conservation treatment for the collections the Trust cares for at: <ul style="list-style-type: none"> <li>- Scott’s Terra Nova Hut, Cape Evans</li> <li>- Scott’s Discovery Hut, Hut Point</li> <li>- Shackleton’s Nimrod Hut, Cape Royds</li> <li>- Borchgrevink’s huts, Cape Adare</li> <li>- Hillary’s TAE/IGY hut, Scott Base</li> <li>- AHT Reserve Collection (c/- Canterbury Museum, Christchurch NZ)</li> </ul> </li> <li>• Plan programmes of interventive treatments as appropriate and required, these may be carried out in situ at the historic sites, at Scott Base, or in New Zealand, and at all times are subject to <ul style="list-style-type: none"> <li>- permits from the NZ government (MFAT and/or MPI) being applied for and approved,</li> <li>- logistics from Antarctica New Zealand applied for and approved</li> <li>- budget and recruitment approvals for contract staff approved by AHT</li> </ul> </li> <li>• Provide input to wider RSHRP programme planning and permit applications as required</li> <li>• Develop work tasks using Trust policies, SOPs</li> <li>• Apply Health and Safety guidelines to work tasks</li> <li>• Conduct materials research where required and within budget approvals</li> <li>• Support the development and delivery of technical solutions for treatments</li> <li>• Provide project guidance and leadership to contracted conservators</li> </ul>
<i>RSHRP Artefact Preservation</i>	<ul style="list-style-type: none"> <li>• Be responsible for the planning, implementation and delivery of a programme of preservation care and monitoring including: <ul style="list-style-type: none"> <li>- Work to address agents of deterioration (dust, mould, light etc)</li> <li>- Environmental monitoring.</li> <li>- Regular seasonal work to reduce moisture onsite (snow and ice removal)</li> </ul> </li> </ul>
<i>Maintain the Conservation Record of the RSHRP</i>	<ul style="list-style-type: none"> <li>• Manage the seasonal documentation relating to the artefact conservation programme: <ul style="list-style-type: none"> <li>- Work task documentation</li> <li>- Reporting</li> <li>- Vernon database record spreadsheets</li> <li>- Environmental datalogger downloads</li> <li>- Image collection and initial preparation for transfer to the Trust’s Icy Heritage database</li> </ul> </li> </ul>