

**Job Description**

**Job Title** Casual Guide/Administration Te Ana Māori Rock Art Centre

**Location**  2 George Street, Timaru

**Reports to** Team Leaders

**Who we are** The Ngāi Tahu Māori Rock Art Trust was established on the 12th of December 2002. The Trust was designed to support Rūnanga (collectives of tribal areas) and their communities in the care, management and interpretation of Ngāi Tahu Māori rock art heritage.

The main objectives of the Trust are to ensure the preservation and protection, education and cultural revitalisation of Ngāi Tahu Māori rock art for the benefit of Ngāi Tahu whānui and all New Zealanders, and to take a leading role in supporting the conservation and management of rock art throughout Ngāi Tahu rohe (region).

**Role Purpose**

* + - * To ensure all visitors experience an authentic, positive and memorable engagement with Ngāi Tahu heritage and culture
			* Support and contribute to the development, implementation and delivery of Te Ana Māori Rock Art Centre’s ‘Learning Outside the Classroom’ programmes for schools
			* Administration support as required including the Timaru Information Centre

**Specific Duties**

* Deliver culturally authentic and captivating guided experiences at Te Ana Māori Rock Art Centre and Rock Art Site tours to visitors
* Contribute to the development and implementation of Te Ana Māori Rock Art Centre’s ‘Learning Outside the Classroom’ modules with schools
* Deliver guided tours and education modules to all education sectors i.e. early childhood, primary, secondary, alternative education, tertiary and holiday programs
* Pro-actively engage with all visitors so they fully understand what Te Ana has to offer including promoting our site tours
* Continually refresh and research knowledge of Ngāi Tahu Rock art, culture, heritage, Te Waipounamu and other aspects of interest, to deliver to our visitors and students
* Promote Te Ana and its activities within the wider South Canterbury community
* General administrative support for Timaru Information Centre such as using booking systems, cash handling and Microsoft software as required

**Accountabilities**

* + - * Accountable to Ngāi Tahu Māori Rock Art Trust Team Leader/s
			* Adhere to all company policies and procedures
			* Ensure the Ngāi Tahu Māori Rock Art Trust’s reputation is not bought into disrepute in any form i.e. social media, verbally
			* Maintain high levels of personal presentation
			* Fully compliant with all Ngāi Tahu Māori Rock Art Trust’s Health and Safety guidelines
			* Competently and safely drive Te Ana Māori Rock Art Centre’s vehicle, ensuring compliance with the Trust’s driving policy always

**Skill, qualifications and training**

* + - * Empathy and understanding of Ngāi Tahu rock art, culture and heritage
			* Knowledge of Mātauranga Māori and specifically Ngāi Tahu culture and tikanga
			* Confident using Microsoft applications essential i.e. word, outlook, excel
			* Excellent inter-personal skills; positive, outgoing and open nature; able to easily relate with people from all walks of life
			* Creative thinker; able to develop new and exciting ways of sharing Ngāi Tahu culture with a wide range of people in a variety of settings
			* Able to create ‘hands on’ educational activities relating to module design
			* A good knowledge of New Zealand history, culture and local activities
			* Fit and active; comfortable working in a challenging outdoor environment
			* Good computer and cash handling skills
			* Current full driver’s licence
			* Comprehensive First Aid Certificate (can be acquired on the job)
			* Knowledge of any of the following: Native flora & fauna, tākaro, Pūrākau/legends, traditional arts, archaeology, geology, ecology, mahika kai, te reo, kapa haka would be an advantage

**Personal attributes**

* + - * Excellent customer service skills
			* Ability to work in a team or to work alone
			* Excellent time management skills and reliability
			* Friendly, outgoing and able to put people at ease
			* Always polite, patient and professional to visitors and staff alike
			* Willingness to continually learn is vital
			* Personal integrity essential
			* An ability to maintain composure under pressure
			* Understanding of and respect for different cultures

**Hours of Work**

* Te Ana Ngāi Tahu Rock Art Centre and the Timaru Information Centre are open 7 days per week, every day except Christmas Day.  Availability for work on weekends and public holidays is a requirement of the role. Hours of work will normally fall between 9am and 4pm, however these may extend to 6pm in the summer season.
* The position is ‘on-call’ and hours will vary in relation to requirements of Te Ana Ngāi Tahu Rock Art Centre and Timaru Information Centre as required

**The Ngāi Tahu Māori Rock Art Trust is a ‘living wage’ employer.**