



Job Title	Casual Guide Te Ana Māori Rock Art Centre
Location	2 George Street, Timaru
Reports to	Team Leaders
Who we are	<p>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.</p> <p>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).</p>
Role Purpose	<ul style="list-style-type: none">• 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• Assisting with the Trusts ecological restoration projects around Māori rock art sites
Specific Duties	<ul style="list-style-type: none">• 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, and tertiary• 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• Administrative duties as necessary

Accountabilities

- Assisting with eco restoration i.e planting, weeding and general outside work
- Accountable to Te Ana Māori Rock Art Centre Team Leader and Curator
- Adhere to all company policies and procedures
- Ensure the Ngāi Tahu Māori Rock Art Trust's reputation is not brought into disrepute in any form
- Maintain high levels of personal presentation
- Fully compliant with all Ngāi Tahu Māori Rock Art Trust's Health and Safety guidelines
- Must have your own vehicle and full compliance with the Trust's driving policy

Skill, qualifications, and training

- Empathy and understanding of Ngāi Tahu rock art, culture, and heritage
- Knowledge of Mātauranga Māori and specifically Ngai Tahu culture and tikanga
- 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 contribute to creating 'hands on' educational activities relating to module design
- A good knowledge of New Zealand history and culture
- Fit and active; comfortable working outdoors in challenging environments
- 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 desirable

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 Māori Rock Art Centre is open 5 days per week, Tuesday-Saturday. Applicants must be willing to work some Saturdays or public holidays and occasional Mondays
- Hours of work will vary but will normally fall between 10am – 5pm
- This is a casual, 'on-call' position

The Ngāi Tahu Māori Rock Art Trust is a 'living wage' employer.