



Position Description: Kaiārahi/Guide

Position	Kaiārahi – Guide
Terms of employment	Permanent part time role
Hours of work	Up to 20 hours a week
Location	Te Ana Māori Rock Art Centre, 2 George Street, Timaru 7910 and Ōpihi taniwha Wāhi Tūpuna Area and other Māori rock art sites in the Ngāi Tahu rohe, as required Te Ana Māori Tahu Rock Art Centre, Timaru, the Ōpihi Wāhi Tūpuna Area, and other Māori rock art sites in the Ngāi Tahu rohe, as required.
Reports to	Te Ana Team Leader / Te Ana Māori Rock Art Centre
Who we are	<p>The Ngāi Tahu Māori Rock Art Trust was established in 2002 to support Rūnanga (local tribal councils) and their communities in the care, management, and interpretation of their 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 the Ngāi Tahu rohe (region).</p>
Role Purpose	<ul style="list-style-type: none"> • To ensure all visitors to Te Ana experience an authentic, positive, and memorable engagement with mana whenua heritage and culture. • To contribute to the development and delivery of education programmes to schools and other education providers through the South Canterbury region. • Assist with the Trust’s ecological restoration projects around Māori rock art sites throughout the Ngāi Tahu rohe.
Specific Duties	<ul style="list-style-type: none"> • Design and deliver culturally authentic and captivating guided experiences at Te Ana Māori Rock Art Centre and on Rock Art Site tours • Pro-actively engage with all visitors so they fully understand what Te Ana has to offer, including promoting our site tours • Contribute to the development of curriculum-based programmes to all education sectors (early childhood, primary and secondary schools, alternative education, tertiary providers) • Contribute to the development of resources to support the education programme • Assisting with our ecological restoration at Ōpihi i.e planting, weeding • Continually build knowledge of mana whenua culture, history and mātauranga, as a basis for the development of compelling and empowering education and visitor experiences
Skills & knowledge and experience	<ul style="list-style-type: none"> • A passion for, and understanding of, mana whenua tikanga, culture, and heritage • An understanding of the principals of Te Tiriti o Waitangi

	<ul style="list-style-type: none"> • Te Reo Māori an advantage but not essential • Excellent inter-personal skills; positive, outgoing, and open nature; able to easily relate with people from all walks of life; a confident communicator • Creative thinker; able to develop new and exciting ways of sharing mana whenua culture with a wide range of people in a variety of settings • Able to contribute to the design and development of 'hands on' educational experiences and resources based on mana whenua culture and history • Knowledge of any of the following: native flora & fauna, tākaro, pūrākau, traditional arts, archaeology, geology, ecology, mahika kai, te reo, kapa haka would be desirable • A good knowledge of New Zealand history and culture • Fit and active; comfortable working outdoors in challenging environments • Guiding experience preferred but not essential
Personal Attributes	<ul style="list-style-type: none"> • Passion, enthusiasm, strong personal drive and energy • Ability to lead and 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 colleagues • Willingness to continually learn • Personal integrity essential • An ability to maintain composure under pressure • Understanding of, and respect for, different cultures • Good level of fitness • Excellent customer service skills
Other	<p>Te Ana Māori Rock Art Centre is open 5 days per week, Tuesday to Saturday. The applicant must be willing to work rostered Saturdays or public holidays to support our wider operations.</p> <p>The role may require use of your own vehicle from time to time, a current driver's license is required.</p> <p>Comprehensive First Aid Certificate (can be completed on the job at no cost to applicant)</p>
Accountability	<ul style="list-style-type: none"> • Adhere to all company policies and procedures • Ensure the reputation of the Ngāi Tahu Māori Rock Art Trust is not brought into disrepute • Fully comply with all Ngāi Tahu Māori Rock Art Trust Health and Safety guidelines • Comply with the Ngāi Tahu Māori Rock Art Trust's safe driving policy