

Coromandel Heritage Trust Manager/Archivist

(Fixed Term of 12 months)

Are you an inspiring leader with archives skills and a passion for managing a sustainable heritage and archival repository of national standard?

The Treasury is a family history and research centre in Thames established with the primary objective of collecting, preserving and storing documents, records and historical material from the Thames, Coromandel, Hauraki, Mercury Bay and Ohinemuri areas.

The primary purpose of the Coromandel Heritage Trust's Manager/Archivist is to promote and manage The Treasury as a sustainable heritage and archival repository of national standard for the collection and preservation of all historical material from the Coromandel-Hauraki Region.

About the role

The Treasury itself is a unique venue with a fascinating history as it occupies the refurbished Carnegie Library and adjoining, state of the art, archive which was officially opened in March 2014. The former Carnegie Library is the 'public' face of The Treasury.

Situated close to the centre of Thames CBD it is in a central location in a town known for its gold mining and timber heritage and is popular with tourists.

The Treasury is presently lead by a Trust of skilled Trustees and operated entirely by approximately 65 volunteers. However, with the addition of the Archive, the centre has a pressing need for a professional Manager/Archivist to allow for longer opening hours and to provide the expertise needed to conserve and categorise the donated resources and to maintain consistently high standards. The Treasury is now operating a publishing and trading department which requires a Manager with specific skills and acknowledge of sales and marketing.

The Manager will be responsible for leading a multi-skilled team of volunteers; growing the Treasury's reputation locally, regionally and nationally with stakeholders, researchers and public; generating income; driving commercial publication revenue; implementing the Trust's growth plans; and devising, with colleagues, a development plan to maximise the potential of the venue.

To succeed in this role you will need to be entrepreneurial, creative, comfortable with a variety of tasks and be open-minded. You'll need to have solid management skills and be able to balance the very broadest range of requirements and resources effectively. You'll be able to make the most of opportunities available to you and be able to build on these to achieve success. A proven ability to consolidate costs and generate new sources of income is essential, as is a proven ability to effectively manage a diverse team.

The position is for a 12 month fixed term only as funding for the position is only guaranteed for this period. Additional 3 years of funding application is currently with stakeholder District Councils.

What we are looking for

- Exceptional operator, with a proven track record in leadership, networking, strategy and delivery.
- Ability to think, plan and execute on multiple projects simultaneously, often dealing with various issues and managing multiple stakeholders with competing needs.
- Excellent oral and written communication skills, with the ability to build relationships, engage and influence at all levels.
- Extensive experience managing volunteers including attracting, training and mentoring talent.
- An extensive network across the heritage and archival sector, business and community groups.
- Strong understanding of a community trust run business environment, audiences and stakeholders.
- Motivated self-starter with a focus on delivery.
- Collaborative with strong analytical mind and creative approach to problem solving.

Applications close: 22 February 2018

Location: Thames

**For further information contact The Coromandel Heritage Trust Treasurer-
treasurer.thetreasury@gmail.com**