

UNIVERSITY OF OTAGO
Ōtākou Whakaihu Waka

JOB DESCRIPTION

ROLE TITLE:	Museum Preparator
DEPARTMENT:	Anatomy
SCHOOL / DIVISION:	Faculty of Biomedical Sciences, Health Sciences
REPORTS TO:	Anatomy Museum Curator (AMC)
DIRECT REPORTS (FTE):	Nil
INDIRECT REPORTS (FTE)	Nil

1. PRIMARY PURPOSE OF THE ROLE:

- Provide high level technical expertise to produce and maintain very high-quality models and specimens for teaching, research and the W.D. Trotter Anatomy Museum collection.

2. ACCOUNTABILITIES:

Prepare new, and maintain existing, museum models to high standards ensuring their effectiveness for teaching and research

- Design and produce new anatomical education resources using contemporary methods, industry innovations and materials. These will include, but not be limited to, 3D modelling, 3D printing, fibreglass, clear resin, silicone rubber, plaster, wax, wood and papier-mâché.
- Maintain / conserve and repair museum models and specimens using a variety of techniques and ingenuity, in a timely manner, while respecting their heritage and originality, always being mindful of best practise and durability of resulting model.
- Apply artistic sensibility and artistic anatomy knowledge to ensure Museum models are produced and maintained to expected quality of presentation, with appropriate museum keys and supporting information also created.
- Maintain a working knowledge of innovations and advancements in artistic techniques, including 3D scanning and printing, and incorporate these techniques as appropriate.
- Liaise with academic staff and researchers to receive input and feedback on existing Museum models and to develop collaborations regarding new resources to design and produce, suggesting and implementing best practices and optimizations.
- Document processes specific to the creation or repair of models and specimens, ensuring that a record of techniques is available for future use.
- Troubleshoot and resolve technical issues, providing quality control measures for the design and execution of projects and implement feedback and changes when appropriate.
- Develop and maintain industry contacts that provide appropriate support, training and/or access to techniques and equipment that extend the knowledge base and scope of this role.
- Oversee the use of the museum preparation workshop, ensuring that all tools and equipment are suitable and available for their intended purpose. Work with the Anatomy Museum Curator to develop SOPs for the facility and its equipment and manage the day to day OHS.
- Operate with the correct observance of Departmental policies, H&S requirements and the Human Tissues Act 2008.
- Ensure that all incidents and hazards in the Workshop are reported to the AMC and Department H&S Officer.
- Participate in, and contribute to, regular Anatomy Museum Team meetings.

- Assist the AMT-Plastinator and AMT-Wet Collection roles when necessary.
- Scope and prepare quotes for model requests external to the Department. Complete this work if awarded.

3. KEY RELATIONSHIPS:

Internal

Anatomy Museum Curator
 Technical Manager
 Health and Safety Officer
 AMT – Teaching Support
 AMT – Plastination
 AMT – Wet Collection
 Academic teaching staff
 Departmental staff
 Staff of the wider University community
 Supply Chain

External

Product suppliers
 Art & Manufacturing community (eg: 3d printing specialists)
 Technicians at other Institutions
 Members of a professional body e.g. Australasian Institute of Anatomical Sciences
 Staff from outside (national and international) organisations using the museum
 Dunedin Hospital staff
 Members of the public
 Otago Museum

4. QUALIFICATIONS & EXPERIENCE:

Essential

- BSc (Hons) preferably in Anatomy or Health / Biomedical Sciences, or equivalent professional experience.
- Demonstrated experience in model making, and the ability to adopt new manufacturing techniques.

Preferred

- 1-2 years experience with digital technologies (eg: image manipulation, CAD, 3D image creation, 3D print files).
- Experience with conservatorship of museum/gallery collections.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential

- Strong spatial reasoning skills, in order to understand how anatomical structures fit, align, and interact, displaying good attention to detail.
- Awareness of and willingness to, abide by H&S requirements, particularly as they relate to human material, chemical use and lifting.
- Experienced in the safe operation of power tools, including table saws, band saws, drills, grinders, and sanders.
- Ability to make effective use of existing resources, acquiring additional materials only when genuinely necessary, with a strong focus on sustainable practices.
- Highly motivated, well organised and displays a high level of initiative and problem-solving capability.
- High standard of oral and written communication skills.

Preferred

- Awareness of the requirements of the Human Tissue Act (2008) and a demonstrated understanding of privacy and confidentiality.
- Photography skills.
- An interest in Museology.
- Ability to relate positively to many, varied types of people.

6. SPECIAL REQUIREMENTS:

Physically fit, capable of lifting and moving bulky objects.

No sensitivities to working with chemicals.

New Zealand Drivers Licence, preferably able to drive a manual vehicle.

7. DIRECT BUDGET ACCOUNTABILITY:

Responsibility for consumables budget for Museum model and specimen manufacture, mounting and repair.

Able to generate orders for tools and consumables to the value of \$500 without reference to the Museum Curator or Technical Manager for approval.

8. MĀORI STRATEGIC FRAMEWORK

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.