



THE FRIENDS OF COULDREY HOUSE
CHARITABLE TRUST NO. 34623

Position Title

Historic House Museum Manager

Location

Couldrey House is run by The Friends of Couldrey House Charitable Trust which holds a licence to occupy from Auckland Council and is situated within Wenderholm Regional Park, Auckland.

Context

The Trust operates with the Vision *“to share the stories of the House with a growing number of visitors from near or far, as well as to conserve and maintain the House for future generations”* and requires a paid, part-time Manager on contract to run Couldrey House as an historic house museum.

Position Objective

The Manager will contribute to the achievement of this Vision by thoughtful and proactive management of Volunteers and Key Stakeholders; sound and safe operational administration; marketing and communication outreach; exhibition and event planning; and transition the House into a new stage particularly focusing on fundraising and financial sustainability.

Reports To

The Manager reports to the Board of Trustees.

Position Status & Hours of Work

Part-Time Contract.

Initially 10 hours per week minimum, with flexibility (can accommodate personal and family needs). May potentially increase in the summer season, by agreement, and occasionally include evenings, holidays and/or weekends.

Key Areas

Key areas, which may vary from time to time depending on projects being undertaken, include:

- Volunteer management
- Key Stakeholder and administration management
- Marketing and communications management
- Event and exhibition management
- Fundraising management

Skills and Competencies

Skills and competencies include:

- A passion for heritage with a willingness to learn and promote the House with others.
- Strong social skills and the ability to develop positive relationships.
- Excellent computer skills across a range of applications – Microsoft Office is essential; accounting packages (e.g. Xero); social media (e.g. Facebook, Trip Advisor, Instagram); e-newsletters (e.g. MailChimp); and graphics packages (e.g. Adobe) would be advantageous.
- Highly developed and effective oral and written communication skills, with a keen attention to detail – prior marketing experience (e.g. social media) and preparing funding applications would be advantageous.
- Proven administrative skills with an ability to plan, set objectives and meet deadlines (accountancy package experience would be advantageous).
- Ability to work autonomously with minimal supervision, as well as being responsible and trustworthy (two references and a Police Check required).

Stakeholders

Internal: Board of Trustees, Volunteers, Events Committee, cleaner.

External: Auckland Council, members (“Friends of Couldrey House”), benefactors, visitors, funding organisations, local businesses, tourism groups, retirement homes, other historic organisations and associations, accountant, contractors.



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