

Property Lead Thames School of Mines

Full Time

Thames School of Mines is part of a portfolio of historic properties managed by Heritage New Zealand Pouhere Taonga and is one of Coromandel's high profile visitor sites.

Thames School of Mines tells early New Zealand history, starting with the chief Te Apurangi whose descendants lie in the sacred urupā. The original education buildings look (and smell!) much the same as they did in the past, and feature authentic period equipment and laboratories. The Mineralogical Museum holds one of the best collections in the Southern Hemisphere, with more than 3000 specimens which include fossils from both New Zealand and abroad. Gold mining made this part of the Coromandel into a boom town and Thames School of Mines reflects the history and science of gold mining in the Hauraki Gold Fields.

This is an opportunity to be part of a small team to move this exciting property forward and realise its full potential as a leading heritage attraction.

The Property Lead role includes site and staff management and administration tasks required to conserve and promote this property. Leading a small team, the daily operations involve welcoming visitors, overseeing retail operations and events, liaising with partners and stakeholders including schools, and also some tour guiding.

Our ideal candidate is organised and energetic who is a good communicator and are enthusiastic about telling the fascinating stories of our history. You will have outstanding customer service skills, a friendly disposition and preferably experience in a relevant field, such as tourism, heritage property or event management. The role is 'hands on' and include weekend work on a regular basis.

If you are looking for an opportunity to engage New Zealanders with their heritage, conserve an important heritage site and lead or be part of an effective team while being enthusiastic about working in a visitor-focused environment, apply now!

Applications close at **5pm** on **Wednesday 15 November 2020**.

The salary range for this position is \$60,000 - \$70,000. Read the [job description](#).

Please send your cover letter, CV and the [application form](#) to recruit@heritage.org.nz. **Please clearly state which role you are applying for.**

Visitor Services Co-ordinator Thames School of Mines

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The Visitor Services Co-ordinator is a customer service superstar and assists the Property Lead in the daily operations of this property. The role is varied and interesting involving welcoming visitors, coordinating retail operations, organising events and assisting with administration and housekeeping.

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If you are looking for an opportunity to engage New Zealanders with their heritage, conserve an important heritage site and lead or be part of an effective team while being enthusiastic about working in a visitor-focused environment, apply now!

Applications close at **5pm** on **Wednesday 15 November 2020**.

The salary range for this position is \$50,000 - \$55,000. Read the [job description](#).

Please send your cover letter, CV and the [application form](#) to recruit@heritage.org.nz. **Please clearly state which role you are applying for.**

Visitor Host Thames School of Mines

Permanent Part time - 25 hours per week

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The role of Visitor Host is also customer focused and includes tasks such as interacting with visitors, tour guiding, retailing, assisting with events and administration.

Our ideal candidate is organised and energetic who is a good communicator and are enthusiastic about telling the fascinating stories of our history. You will have outstanding customer service skills, a friendly disposition and preferably experience in a relevant field, such as tourism, heritage property or event management. The role is 'hands on' and include weekend work on a regular basis.

If you are looking for an opportunity to engage New Zealanders with their heritage, conserve an important heritage site and lead or be part of an effective team while being enthusiastic about working in a visitor-focused environment, apply now!

Applications close at **5pm on Wednesday 15 November 2020**.

The salary range for this position is \$46,000 - \$48,000. Read the [job description](#).

Please send your cover letter, CV and the [application form](#) to recruit@heritage.org.nz. Please state clearly which role you are applying for.