

## POSITION DESCRIPTION

<b>Position Title:</b>	Programming Manager Māori, Nui Te Kōrero <i>Te Kaiwhiri Kaupapa Kōrero O Nui Te Kōrero</i>
<b>Group:</b>	Arts Development Services
<b>Job Band:</b>	
<b>Reports to:</b>	Manager, Capability Services & Initiative and Senior Manager, Māori Strategy & Partnerships initiatives ( <b>for Nui te kōrero</b> )
<b>Location:</b>	Wellington or Auckland
<b>Hours of work:</b>	25 hours per week, fixed term for 12 months

*Whiria te tangata, whiria te korero / Weave the people and their stories together*

Nui te Kōrero is Toi Aotearoa's biennial leadership conference. Nui te Kōrero develops the arts sector's leadership capability to adapt to the changing needs of Aotearoa and its people and build resilience for the future. Guided by Te Ao Māori values and perspectives, the biennial hui focuses on strategic challenges and opportunities for exploration and advancement.

### JOB PURPOSE

The **Programming Manager, Māori** is responsible for managing and developing the format and content of the Nui te Kōrero programme within a Mātauranga Māori framework and as a key member of the Project team.

This role will deliver a key leadership event alongside other important Toi Aotearoa sector engagement hui in line with CNZ's strategic outcomes and through a collaborative and consultative Waka Hourua model of engagement.

The **Programming Manager, Māori** will be primarily focused on delivering Nui te Kōrero, however the position will also support the mahi of the Capability Services and Initiatives team. Please see the approximate allocation of hours below, although this is subject to confirmation.

### ABOUT TOI AOTEAROA

Toi Aotearoa is the national arts development agency of Aotearoa. Our support for New Zealand's arts sector is provided primarily through our funding programmes. We fund across a variety of artforms: craft/object, dance, inter-arts, literature, multi-disciplinary, music, ngā toi Māori, Pacific arts, theatre

and visual arts. We also support the professional development of artists and their practice, and the management of organisations so they can grow their audiences and markets. Complementing our funding and development work, we also advocate for the value of the arts to New Zealanders.

Our eight values describe the actions and behaviours the arts sector, our partners and the public can expect from us as we work with them. They guide our conduct and decision making:

- *Mana Toi* — we champion the role of the arts and the contribution artists make to our lives.
- *Mana Māori* — we recognise and support the role of Māori as tangata whenua in the arts.
- *Mana Pasifika* — we recognise the arts of the Pasifika peoples of New Zealand.
- *Tauīwi* — we recognise New Zealand's distinctive cultural and social diversity and work to ensure arts opportunities for all.
- *Mahitahi* — we work together with others so we can achieve more, including exploring the big picture and sharing what we learn.
- *Te Taumata* — we set high standards for our work.
- *Tauutuutu* — we are open, frank and respectful in our relationships.
- *Manaakitanga* — we are welcoming and responsive to all.

## HOURS

- **October 2022 – April 2023:** (approx 15 hours on Nui te Kōrero and 10 hours on other capability projects as required)
- **April 2023 – October 2023:** (approx 20 hours on Nui te Kōrero and 5 hours on other capability projects as required)

## WHO YOU ARE

The ideal candidate will have lived experience working in a Māori context, including tikanga Māori, te reo Māori and active demonstration of kaupapa Māori, and extensive knowledge and passion for the arts sector in Aotearoa. This person will also ideally have previous programming experience for a cultural, arts or industry organisation and a broad network of expert industry contacts. The personal attributes we are seeking include: high-level creative thinking to bring innovative ideas to programme development, excellent written and verbal communication skills, the ability to think laterally, take initiative and apply logic and problem-solving skills to programme delivery especially during a time of COVID. Being highly organised and efficient will be important as well as an ability to multi-task and work collaboratively with the team in a pressured environment with strict deadlines.

## KEY RESPONSIBILITIES

- Under the direction of the Co-Sponsoring Managers, you will work collaboratively with the Project Manager, Nui te Kōrero to develop and deliver an inspiring conference programme adhering to the 2023 Conference plan.
- Provide guidance in tikanga and Mātauranga Māori to uplift the speakers and participants and to ensure the quality and relevance of the programme content for Nui te Kōrero.
- Work with the curators to draw on their extensive networks and knowledge of the arts to pursue high-calibre, quality speakers and content creators, guests, industry leaders and decision-makers, both within and outside of the arts.

- Consult and update the Project team on a regular basis and schedule and conduct a minimum of two hui with the curators to develop new ideas and a diverse programme.
- Update and incorporate the strategic direction from the internal governance group.
- Work with the Project Coordinator and the event management contractor to manage all administration related to the speakers and programme, including but not limited to: invitations and contracting of speakers and session facilitators; securing photos, bios and correct titles for all participants; sending out session briefs and run sheets where appropriate and securing AV materials.
- Ensure that all information on the Creative New Zealand website and other platforms regarding speakers remains up-to-date at all times.
- Work strategically with the Project Manager and Creative New Zealand's Communications team to promote the Nui te Kōrero programme and speakers.
- Consult with the project team to ensure all aspects of the event are smoothly integrated and assist other team members as required.

### **WHAT YOU BRING**

- Lived experience working in a Māori context, including tikanga Māori, te reo Māori and active demonstration of kaupapa Māori and te reo Māori.
- Current knowledge and understanding of key trends and players in the arts sector in Aotearoa and other aligned sectors.
- Demonstrated direct experience in programming a major event such as a festival or conference with evidence of previous successful outcomes.
- Understanding of the principles and practice of the Treaty of Waitangi, and the implications of this for the Creative New Zealand's work.
- Appreciation of issues influencing arts development in New Zealand.
- Excellent written and verbal communication skills which can be applied to writing programme notes, and briefing speakers.
- Excellent interpersonal and negotiation skills with a proven ability to communicate effectively with the project team, including the curators, speakers, as well as industry stakeholders.
- Capacity to work both autonomously and collaboratively as part of a team, with a flexible approach to shifting priorities and problem-solving capabilities, a willingness to adapt to competing priorities and remain calm under pressure.
- Advanced organisational and time management skills with the ability to multitask.
- Demonstrated budget management and negotiation skills with attention to detail.
- High level of digital and online literacy, including experience with Microsoft Office and Zoom.
- Energy, drive, and enthusiasm: a positive and proactive approach to engagement and delivery.

### **HOW WE WILL WORK: THE WAKA HOURUA MODEL**

The **Programming Manager, Māori** will be an integral part of the delivery of Nui te Kōrero as set out in the model below. This way of working and cross-team collaboration acknowledges Te Kaupapa Toi Aotearoa, Toi Aotearoa's organisational development programme that ensures we have the culture, competencies and practices to meet our aspirations under Te Tiriti o Waitangi and deliver public value for all New Zealanders.

#### *Internal Relationships*

### NUI TE KŌRERO - WAKA HOURUA MODEL



#### *External*

- Māori and non-Māori leaders that can contribute meaningful kōrero to the theme and purpose of Nui te Kōrero which may also include: Influential Māori artists, practitioners, organisations and advocates, targeted Iwi and hapu who are leading in the arts
- Attendees of the conference