

TE AHUREI TOI O TĀMAKI | AUCKLAND ARTS FESTIVAL

POSITION DESCRIPTION

Position: Kaihāpai Hōtaka - Māori
Programme Assistant - Māori

Reporting to: Kaihautū Māori

Job Description

The Kaihāpai Hōtaka - Māori / Programme Assistant – Māori will undertake tasks to support the Kaihautū Māori and the Programme team in preparation for the 2022 Festival with a focus on kaupapa Māori, Toitū te Reo events and wider activities. The festival will run from 10 – 27 March 2022.

Term

The position is full time and fixed term from negotiated start date until 14 April 2022.

Normal hours of work will be 40 hours per week, between the hours of 8am and 6pm, Monday to Friday. Extra hours will be required during high peak periods of activity, which may include Saturdays, Sundays and evenings.

Desired skills and experience

- Experience in arts or event management, producing or production management.
- Experience working with kaupapa Māori events
- An understanding of Te Reo Māori – verbal, written and comprehension
- Proven administration skills
- Excellent interpersonal, written and oral communication skills
- Demonstrated project and time management skills
- Computer literate (Word, Excel, Outlook)
- Ability to manage a varied workload and to meet deadlines
- A driver's license an advantage

Relationships

The Kaihāpai Hōtaka - Māori will work primarily with the Kaihautū Māori, along with:

- Te Pou Tikanga
- Marketing & Communications team
- Artistic Director
- Head of Programming
- Chief Executive
- Other members of the Programming team
- Artist and Logistics Manager
- Technical Manager

- Business & Finance Manager
- Other Festival staff
- Festival artists and companies

Responsibilities

Programming

Work closely with Kaihautū Māori on:

- Festival content, with a focus on Toitū Te Reo programmes
- Special projects with kaupapa Māori content and outcomes
- Special projects led by Kaihautū Māori
- Projects with Pacific Island content and outcomes as required
- Research and liaise about production, logistics and technical requirements for the presentation of the Festival Māori content
- Preparation of contracts for Festival artists as required
- Gathering of set lists for the management of any royalties and music rights associated with Festival events.
- Producing and coordination of some events and special projects as required
- Work with other members of the programming team to assist in delivering and administering projects as required
- Work with the Programme Administrator to enter and maintain data in the DATAFEST scheduling software programme.

Artist Liaison

- Advise on manaakitanga extended to artists and companies as required

Technical

- Liaise with the Technical Manager in regard to the production, logistics and technical requirements for productions and presentations as required

Budgets and Finance

- Liaise with the Programme Administrator to ensure they have accurate and up to date information regarding artist fees, per diems and allowances, payment dates and currencies as negotiated by Kaihautū Māori

External relationships

- Maintain effective working relationships with other arts organisations and venues as required.
- Manage relationships with co-producers, independent producers and line-producers for productions and presentations managed by the Kaihautū Māori.

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Reporting Requirements

- Attend weekly programme meetings and other meetings as and when required.
- Provide the Kaihautū Māori with regular briefings on developments and progress in all areas of responsibility, and keep them fully informed about any significant issues which may affect the Festival's activities.
- Provide the Kaihautū Māori with a comprehensive report covering all areas of responsibility, on completion of the Festival

General

- Other duties as required.
- Comply with the Festival's Health and Safety Policy.

Applications

Applications should be emailed to hr@aaf.co.nz.