



### **Ringa Āwhina / Administrator**

**Fixed Term:** Starts 18 January 2021– End June 2022

**0.8 (4 days a week) – Fulltime (candidate dependent)**

**Salary band:** \$50,000 - \$53,000 per annum pro rated

**Based in Wellington**

Tāwhiri has created a new fixed-term employment role, **Ringa Āwhina / Administrator**, and is looking for an emerging arts practitioner or administrator who is keen to develop core skills in order to build their career in arts and events administration.

If you are a budding producer, marketer, fundraiser, production manager or creative who would benefit from hands-on administrative experience within a major events and arts organization – this role will provide you with 17 months of employment alongside some supported capability building.

A key support role for the Leadership and wider team at Tāwhiri, we are looking for someone who is passionate about arts and culture, can show initiative and care, is able to manage and prioritise a busy workload, and enjoys building relationships and working as part of a team.

You should leave the role having developed practical experience to take on a role with more responsibility either within Tāwhiri (if a suitable role is available) or another similar organization or use those skills to develop your own independent career or practice.

As part of your cover letter, please outline your current thoughts about where you want your arts career to take you, and we will work to ensure that the Tāwhiri team can build relevant training opportunities and connections into the contract period.

The term of the contract is scoped at around 17 months until the completion of the 2022 New Zealand Festival of the Arts and Wellington Jazz Festival (ends June 2022). We have a commitment to enabling practitioners' own practice, so there is some scope for flexibility around your other projects, dependent on timing and length.

### **TO APPLY**

Please send a CV to [reception@tawhiri.nz](mailto:reception@tawhiri.nz) outlining your relevant education, training or experience. Please also include a cover letter which answers the following questions:

1. What attracts you to this role at Tāwhiri?
2. What are your goals for your career in the arts?
3. How will this role benefit your professional development?
4. Do you have any other practices or commitments you would like to maintain over the contract period? Please include any set dates and timings.

**CLOSING DATE:** Friday 11 December 2020

<b>Position:</b>	Ringa Āwhina / Administrator
<b>Reporting to:</b>	Executive Director
<b>Location:</b>	Tāwhiri office, Wellington

This is a fixed-term position until June 2022 following the conclusion of the New Zealand Festival of the Arts 2022.

### POSITION DESCRIPTION

Tāwhiri is the creative force behind festivals and experiences in Wellington including:

Wellington Jazz Festival	An annual Jazz festival (June 2021)
Second Unit Trust	An annual interactive theatre experience (TBC winter 2021)
New Zealand Festival	A biennial multi-arts festival (Feb – March 2022)
Lexus Song Quest	A biennial singing competition (July 2021)

### OUR VALUES: Te Kaupapa o Tāwhiri

*Manaakitanga*: uplifting the mana of all people through care, nurture and respectful relationships.

*Pūkengatanga*: the pursuit of excellence in all our endeavours.

*Whanaungatanga*: weaving together a team to create strength, trust and flexibility.

*Kotahitanga*: standing together with shared purpose and values.

### Purpose:

To provide administrative support to the Executive and Creative Directors and contribute to the smooth running of the Tāwhiri office by taking care of the day-to-day needs of the team and our visitors.

### Hosting and Office Support

- Act as a considerate and welcoming office host – prepare meeting rooms, greet manuhiri/visitors, offer refreshments, manage calls and incoming emails and ensure followed up by relevant team members.
- Ensure the office and kitchen is kept tidy and liaise with landlord and suppliers as required regarding contracted cleaners etc.
- Manage all incoming and outgoing postal mail and courier arrangements for the team.
- Ordering of all office supplies, including kitchen and stationery.
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### Administrative support

- Provide administrative support for the Directors, including drafting correspondence, research and papers, and other tasks as required.
- Supported by the Executive Director, collate and proof bi-monthly and special Board papers, prepare minutes of meetings of the Tāwhiri Trust and other meetings as required. Be responsible to the Chair for all Trust Board minutes and ensure minutes are signed by Chair and filed appropriately.

- Support the HR Lead and Head of Programming (Deputy Executive Director) to ensure all new team members receive appropriate inductions as part of their 'on boarding' process.
- Manage the meeting room booking system.
- Support LTs with other administrative support as required and schedule allows.

### **Interculturalism**

- Support Intercultural Development role and other team members to ensure Tāwhiri tikanga is in place for internal and external hui as required.
- Contribute as part of the wider team member to the successful implementation of the Intercultural Policy and Action Plan.
- Administrate the Kaimanaaki of the Month Award (KOTMA) for staff.

### **Hosting Event Coordination**

- Be the event coordinator for hosting external events eg. pōwhiri, events and functions including venue liaison, catering, assisting with compiling and managing guest lists and RSVPs, speech notes and runsheets.

### **Diaries, Travel and Bookings**

- Manage the travel requirements of the CD and ED and other staff as required, including organising meetings, tickets, accommodation and flight bookings.
- Make appointments and organise meetings and functions.
- Manage the CD, AD and Chair schedules during Trust events, including event schedules, ticketing, hospitality, speeches, and media interviews (with marketing department).
- In collaboration with Audience and Partnerships Team, manage ticketing requirements for the CD, ED, and Chair, plus any other VIPs as required.

### **Financial Administration**

- Enter purchase orders for any petty cash, travel and accommodation booking expenditure, accurately coded to the appropriate expenditure area and provide the Trust's Finance Manager, on a weekly basis, with copies of all purchase orders and records/receipts. Training will be provided.
- Ensure that all expenditure related to tasks are kept within the Delegated Authority limits through the monitoring of all actual and committed expenditure as it is incurred. All authorisation of expenditure is to be by purchase order only.

### **Systems Training**

- Support the Leadership Team in onboarding new staff including office induction and walking them through staff handbook.
- Support the Leadership Team with training for new and existing staff on administrative systems including:
  - Sharepoint online filing system
  - Teams communications system
  - DataFest scheduling and CRM system
  - General Tawhiri systems and processes
- Stay regularly up-to-date with system updates and upgrades
- Archiving and system cleaning, data entry as required

**Other**

- Keep up to date with, and informed about, the artistic content of the Trust's activities.
- Attend team meetings and take minutes of these as required.
- Contribute to office health and safety procedures.

**UPSKILLING**

- Identify and agree with Executive Director areas you wish to upskill on and set a work programme with the relevant department (eg Programming, Marketing, Technical, Fundraising) to complete specific short-term projects or tasks that build your experience in that area.

**SKILLS REQUIRED**

- Warm, caring and friendly
- Good initiative and willing to learn
- Well organised and ability to keep track of tasks and prioritise
- Discretion and trustworthiness
- Diligence and attention to detail
- Excellent time management and forward planning skills
- Demonstrated ability to work as part of a cohesive team
- Tech savvy and strong computing skills including Word, Excel, Outlook and PowerPoint, experience with databases and online filing systems is preferable

**Accountability**

1. The position of Executive Coordinator is directly responsible to the Executive Director
2. If, at any time, the Executive Director is not available then the Executive Coordinator shall be responsible to Head of Programming / Deputy Executive Director

**Hours and Remuneration**

0.8 (4 days a week) – F/T role (dependent on candidate). \$50,000 - \$53,000 per annum pro rated.