

POSITION DESCRIPTION

LOGISTICS MANAGER – AOTEAROA NEW ZEALAND FESTIVAL OF THE ARTS

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

Aotearoa New Zealand Festival of the Arts	A biennial multi-arts festival
Lexus Song Quest	A biennial opera singing competition
Wellington Jazz Festival	An annual jazz festival

This is a fixed-term, full-time, contract position starting October 2021 to April 2022 to work specifically on the Aotearoa New Zealand Festival of the Arts as a leader of the artist liaison function for the Festival. A full driver's license and confidence driving cars and vans is essential to the role.

OUR VALUES: HE TĀNGA MANAWA

- *Manaakitanga*: uplifting the mana of all people through care, nurture and respectful relationships.
- *Tāne te Wānanga*: 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 OF THE POSITION

To work in support of the Head of Programming/Deputy Executive Director and the wider Festival team to bring together all arrangements for logistical planning, scheduling, flights, accommodation, ground transport, per diems and hosting for all artists and companies involved in the 2022 Aotearoa New Zealand Festival of the Arts.

KEY CAPABILITIES

The key capabilities of the role are:

Logistics & Planning

Logistics and planning are core functions of the role. You need a head for complex logistics and are required to coordinate a large amount of information regarding travel, accommodation, rehearsal, performance, ground transport, publicity and any other relevant requirements including working with the whole Festival team on contingency planning around Covid-19 restrictions. Excellent problem-solving skills are essential. We use Datafest event management software - if this is unfamiliar to you, we will provide training.

Teamwork & Collaboration

The Logistics Manager needs to work closely and constructively as a member of the Programming team in a high-pressure environment in order to successfully coordinate artists, companies and staff who are contracted to perform and work at the 2022 Festival. You will contribute to the Tāwhiri team by working closely, constructively, creatively and confidently, and be an active and effective communicator.

Administration & Finance

A very important aspect of the Logistics Manager role is the ability to achieve 100% accuracy with scheduling all aspects of artist, company and staff logistics and to meet deadlines while maintaining excellent written and oral communication. The Logistics Manager is also responsible for raising purchase orders and coordinating large amounts of budgeting information relating to flights, accommodation, ground transport, per diems and hosting.

Staff Management

During Festival you will be responsible for managing a Logistics Coordinator and a team of up to three Logistics Assistants (drivers).

Relationship

You are flexible, pragmatic and can relate to a wide range of people and personalities. You maintain positive professional relationships with external and internal stakeholders while representing Tāwhiri in the best possible manner. You will demonstrate a working knowledge of the various worlds of artists and the performing arts.

Professionalism

Working on our festivals and events can be high-pressure. Being able to remain level-headed and juggle competing priorities in this deadline-driven role is critical. During the Festival period and lead up, work hours will vary day-to-day and can be long: it is essential that the Logistics Manager is flexible and available to work whatever days and hours are required.

RESPONSIBILITIES

The role is part of the Programming department, a small team of producers.

Scheduling

- Enter relevant data into Datafest system and become the Datafest subject matter expert in the Programming department. Training will be provided.
- Schedule ground transport and artist liaison staffing requirements for the Festival.
- Produce, in consultation with the Programming & Technical teams, a detailed itinerary and schedule of travel, media and technical calls, pōwhiri and functions for each Festival artist and/or company to ensure that all artists are advised accordingly.
- Provide artist schedules, daily schedules and general schedules to other staff members as required.

Logistics

- All matters relating to the logistical planning of all Festival artists/companies/staff and events, including the following key areas:
 - Flights
 - Accommodation
 - Artist hospitality riders / functions
 - Ensure per diems are paid
 - Meeting and greeting of all artists
 - Ground transport
 - Well-being and health of artists
 - Artist welcome and information packs
- Track expenditure across the Logistics budget lines: travel, accommodation, ground transport, hospitality.
- Enter Purchase Orders for the Logistics department into the accounting system.
- Keep the Head of Programming/Deputy Executive Director and event producers up to date on all artist logistics needs and any changes.

- Attend and contribute to regular programming meetings as required.

Travel

- Liaise with the Festival's travel agency to obtain the best possible prices for travel and booking all flights and other travel as required.
- In consultation with the Head of Programming/Deputy Executive Director and event producers, liaise on matters of travel including transfers to and from Wellington airport, excess baggage with agents and company managers who represent Festival artists.
- Assist with Festival staff travel where required.

Accommodation

- Liaise with hotel and apartment complexes and any other style of accommodation required for artists and staff, to ensure that all Festival artists and staff are booked into appropriate accommodation. This involves site visits to various accommodation properties and relationship building with appropriate staff representatives to ensure the Festival is represented in the best possible light and that all Festival artists benefit from the service provided by the Festival's accommodation partners.

Manaakitanga (hospitality)

- Contribute to a culture of warmth, responsiveness and respect for all artists, contractors and team mates.
- Oversee the contents and compilation of the artists' welcome and information packs.
- Assess and recommend appropriate welcome procedures and support for the purposes of artist wellbeing, being mindful of cultural, spiritual and/or physical requirements of the artist.
- Manage the sourcing and delivery of artist backstage riders and assist with artist-specific functions and pōwhiri.

Management

- In consultation with the Head of Programming/Deputy Executive Director, recruit members of the Logistics team.
- Develop strong and supportive working relationships with the Logistics Coordinator and Assistants and manage these staff once appointed.

Financial

- Monitor the budgets for all flights, accommodation, per diems and ground transport, staying within levels of expenditure as set by the Head of Programming/Deputy Executive Director and advising any budget variances as soon as they occur.
- Work within any sponsorship or in-kind/contra arrangements given by hotels or other organisations in the area of hospitality as advised by the Head of Audience & Partnerships.
- Coordinate of all purchase orders relating to logistics expenditure.

Reporting

- At the completion of the role, compile a comprehensive report, including recommendations for the future.

GENERAL

The Logistics Manager will also be required to

- Contribute as part of the wider team to the Tāwhiri Intercultural Policy and Action Plan and attend hui and wananga relating to this company-wide commitment to positive, empowered and planned creation of value through a positive engagement with Te Reo Māori and Tikanga Māori within the work and culture of the organisation.

- Keep up-to-date and informed about the overall artistic content of all Festival events.
- Attend regular team and staff meetings as required.
- Other duties as directed by the Head of Programming/Deputy Executive Director.

SKILLS REQUIRED

- Excellent written and oral communication skills
- Excellent administrative and organisational skills
- Keen attention to detail and achievement of accuracy
- Excellent time management and forward planning skills
- Ability to think strategically and creatively and carry out responsibilities independently
- Demonstrated ability to work as part of a cohesive team
- Strong office software skills including Word, Excel, Outlook (or equivalent). Experience in Datafest, accounting systems and/or Office 365 is a plus.
- Festival or related event experience is desirable for this position
- Full New Zealand driver's license and confidence driving cars and vans.

ACCOUNTABILITY

- The Logistics Manager is part of the Programming Department and reports to the Head of Programming/Deputy Executive Director.
- If, at any time, the Head of Programming/Deputy Executive Director is not available then the Logistics Manager shall be directly responsible to the Executive Director.
- The Logistics Manager does not have authority to approve any expenditure under Tāwhiri's Delegated Authorities policies.

The role is Wellington based, in our Tāwhiri office.

Please note that during Festival delivery time work on weekends and evenings is required.