

POSITION DESCRIPTION

LOGISTICS COORDINATOR – 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 12 January to 26 March, 2022 to work specifically on the Aotearoa New Zealand Festival of the Arts, as the Logistics Coordinator in the Artist Liaison team.

****A full and clean driver's license and confidence driving cars and vans will be required and is essential to this role.****

The Festival requires all people participating in, working on or experiencing our events to be fully vaccinated and provide proof of vaccination when requested.

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

This is an exciting opportunity to work with the Festival in the Logistics Team. You will work alongside the Logistics Manager and with the wider Festival team, where appropriate, to help deliver a successful 2022 Festival.

The Logistics team is responsible for the management and delivery of artist travel, accommodation, scheduling, manaakitanga and hospitality during the Festival.

The role is part of the Programming team at the Festival and all team members must be cool under pressure, love variety and up for the challenges and rewards of working in a Festival context.

KEY CAPABILITIES

The key capabilities of the role are:

Team

The Logistics Coordinator needs to work closely and constructively as a member of the Logistics team in order to successfully coordinate the artists and companies who are contracted to perform at the 2022 Festival. They need to work with initiative and be equally confident working both independently and closely alongside other members of the team.

Logistics and Planning

The Logistics Coordinator needs a head for complex logistics and will be required to assist in the coordination of a large amount of information related to artists during the Festival. This includes managing their schedules, travel, accommodation, rehearsal, performance, ground transport and any other relevant requirements as well as reporting regularly to the Logistics Manager. Excellent problem-solving skills are essential to this role.

Relationship

Demonstrate emotional intelligence in order to relate to a wide range of people and personalities. Working closely with artists requires a positive attitude, diplomacy and discretion at all times.

Administration

A very important aspect of the Logistics Coordinator's role is strong attention to detail. The Logistics team must achieve 100% accuracy with scheduling all aspects of artist and company logistics. Excellent written and oral communication are needed and proficiency in the use of the MS Office suite of programs is necessary, in particular the use of Excel. The Aotearoa New Zealand Festival of the Arts uses Datafest as its project management software and although not essential, experience of using Datafest or other event management and database software will be beneficial.

Professionalism

The Festival can be a high-pressure environment. The Logistics Coordinator needs to remain level headed in this deadline driven and busy role. Experience in similar high pressure environments would be highly beneficial. During the Festival period work hours will vary day to day, it is essential that the Logistics Coordinator is flexible and available to work whatever days and hours are required.

RESPONSIBILITIES

The Logistics Coordinator will be responsible for assisting the Logistics Manager with the logistical planning for all Festival artists/companies/events, including the following key areas:

1. Travel
 - Booking flights
 - Liaising with companies about artist travel
2. Covid Vaccination Certificates
 - Assisting with gathering of vaccine certificate collection
3. Accommodation
 - Maintaining a close relationship with accommodation providers to ensure that all booking details are correct and up to date
4. Scheduling and data entry
 - Coordinating information from all Festival departments to create artist itineraries and schedules. This includes travel, accommodation, rehearsals, performances, technical schedules, media calls, sponsor and social functions. These schedules will be created and maintained using Datafest software.
 - Input information with 100% accuracy into Datafest
5. Ground transport
 - Scheduling ground transport
 - Safely driving artists and Festival staff (when applicable) to where they are required to be for Festival-related activity
 - Acting as a "runner" for the Logistics department
6. Hospitality, meeting and greeting artists

- Meeting artists at the airport, taking them to their accommodation, showing them their venue and providing them with essential information for their stay
 - Assisting artists as needed while they are in Wellington for the Festival
 - Upholding the reputation of the Festival as a welcoming, friendly and highly professional Festival
 - Ensure artist riders and hospitality are organised
7. Well-being and health of artists
 - Doctors' visits and assistance with special requirements as needed
 8. Artist welcome and information packs
 - Creating and compiling artist packs
 - Managing artist accreditation / passes
 9. Pōwhiri and mihi whakatau
 - Arranging and supporting preparations for artist pōwhiri and mihi whakatau.

Reporting

- Provide the Logistics Manager with regular briefings on developments and progress in all areas of responsibility including any issues, challenges and financial concerns that may arise.
- Provide Logistics Manager on completion of the Festival with a full and comprehensive report.

GENERAL

The Logistics Coordinator will also be required to:

- Keep up-to-date and informed about the overall artistic content of Festival events.
- Assist in solving any problems, should they arise, related to travel, accommodation, scheduling and artist well-being
- Attend staff meetings
- Attend regular team and staff meetings as required.
- Other duties as directed by the Logistics Manager or 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 administrative skills including Word, Excel and scheduling (Datafest)
- Full New Zealand driver's license and confidence driving both cars and vans

ACCOUNTABILITY

- The Logistics Coordinator is part of the Programming Department and reports to the Logistics Manager.
- If, at any time, the Logistics Manager is not available then the Coordinator shall be directly responsible to the Head of Programming/Deputy Executive Director.