

**A summary of the functions of the two Festival Co-Director roles are combined in this job description document. The exact role split will be developed and issued in writing by the Executive Director as part of the appointment process.*

Position:	Festival Co-Directors (x2)
Reporting to:	Executive Director
Sizing:	1.4FTE split between two roles
Term:	4 Year Fixed Term (mid 2024 – mid 2028) with option to renew for 2 additional years
Location:	Level 1, 264 Cuba Street, Wellington

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

Aotearoa New Zealand Festival of the Arts	A biennial multi-arts festival
Wellington Jazz Festival	An annual jazz festival
Lexus Song Quest	A biennial opera singing competition
Te Hui Ahurei Reo Māori	An annual arts festival celebrating te reo Māori

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

E kimi ana mātou i tētehi tokorua ki te whakakā i ngā tūranga Ringatohu-Toi, he tūranga takirua. Tēnei te tono atu ki a koe.

Ko ngā Ringatohu Toi ka noho ki te Tīma Kaiārahi o Tāwhiri. Ka mahi ngātahi rāua ki te whakatakoto i te ara toi mō ngā whetiwarā me ngā kaupapa ā Tāwhiri, ka rua ki te whakatinana i o mātou mātāpono, ka toru ki te whakatutuki i ngā whāinga rautaki, ka mutu ki te whakatutuki i ngā whāinga kua tāia ki te Kaupapa Here Kākano Maha.

The Festival Co-Directors are part of the Leadership Team of Tāwhiri. They work in collaboration with each other to shape artistic direction of Tāwhiri's festivals and events, embody our company values, achieve its strategic objectives, and realise the outcomes outlined in our Interculturalism Policy.

One or both Festival Co-Directors are responsible for **leading the commissioning programming of works by Māori and indigenous artists** across Aotearoa New Zealand Festival of the Arts, Wellington Jazz Festival and Hui Ahurei te reo Māori and advocate within the company for the success and empowerment of Māori and indigenous artists.

One or both Festival Co-Directors are responsible for **leading the programming of works by international artists** across the Aotearoa New Zealand Festival of the Arts, Wellington Jazz Festival and selecting the international judge/s for the Lexus Song Quest.

One or both Festival Co-Directors are responsible for **leading the commissioning and programming of works by Aotearoa New Zealand artists** across the Aotearoa New Zealand Festival of the Arts and Wellington Jazz Festival.

SKILLS, EXPERIENCE AND CAPABILITIES REQUIRED

Knowledge and programming:

- Proven experience in programming / curation of performing arts events at a senior level
- Experience in creating and executing a curatorial or programming framework in response to a specific context (e.g. audience, Festival, venue, location)
- A broad understanding and interest across multiple genres in contemporary performing arts including, but not limited to, theatre, dance, circus, music (commercial and classical), events of scale
- Some understanding of, or experience in, the process of identifying and supporting artists in the development of new works

The Festival Co-Director/s responsible for leading programming of works by Māori and indigenous artists must have:

- *Excellent understanding of Mātauranga Māori and Māori artists and artforms in Aotearoa*
- *Strong networks and relationships with Māori artists in Aotearoa*
- *Some knowledge but ample curiosity about indigenous artists worldwide*
- *Competency in te reo Māori is helpful but not essential*

The Festival Co-Director/s responsible for leading programming of works by international artists must have:

- *A well-developed eye for international high-quality works*
- *Strong networks and relationships with international artists, companies presenters and festivals*
- *A proactive approach to researching and identifying suitable international works*

The Festival Co-Director/s responsible for leading programming of works by Aotearoa New Zealand artists must have:

- *Strong networks and relationships with Aotearoa New Zealand artists, companies, presenters, festivals*
- *A basic understanding of the Aotearoa New Zealand arts funding context*

The Festival Co-Directors must discuss and consult on programming decisions with each other and the Leadership team. The Leadership Team have responsibility for ensuring our events are feasible in terms of tikanga, producing, logistics, technical & production, audience, marketing and fundraising. Team fit and strong collaborative skills are essential.

Leadership and contribution to Tāwhiri culture:

- Demonstrated ability to work as a member of a high performing team / kaupapa
- Well developed collaboration skills
- As a leader, embody the values of Tāwhiri and contribute to Tāwhiri's ongoing growth as an organisation

- Demonstrated ability to see a concept through to delivery (e.g. make ideas happen)
- Creative and imaginative thinker
- A proactive and effective communicator

Producing and/or Making

- Demonstrated experience in creating or producing artistic works in a professional context (including presenting at Festivals, venues)
- Ability to create and navigate budget forecasts including box office projections, production and logistics
- Arts administration skills
- A high level of pragmatism
- A curiosity in, or a developed understanding of, audiences and audience trends in Aotearoa New Zealand

Operational Skills

- Excellent administrative and organisation skills
- Keen attention to detail and achievement of accuracy
- Strong budget management skills
- Excellent time management and forward planning skills
- Comfortable with digital and online systems
- Strong office software skills including Word, Excel, Outlook (or equivalent).

RESPONSIBILITIES

Leadership Team Member

- Responsible for delivering Tāwhiri's overall artistic strategies and planning as a Leadership Team member.
- Responsible for contributing to regular Leadership Team meetings.
- Provide programme reports to the Tāwhiri Board (bi-monthly)
- Provide planning, scoping and reporting documents as required

Programming

- Collaborate with fellow Festival Co-Director (and other members of the programming team as appropriate), to programme the artistic events they are responsible for
- Develop these programmes with consideration for Tāwhiri's access, education and other programming initiatives
- Prepare regular updates for and contribute to Programming meetings (managed by Head of Programming) and provide regular curatorial updates to the Executive Director
- Act as a spokesperson for relevant parts of the programmes for earned and owned media (eg social media platforms), internal and external events
- Contribute copywriting direction / creative input / approvals for marketing and communications materials for relevant parts of the programme as required
- Provide ideas for investment / fundraising / cost-savings where relevant and provide information for applications and reporting as required

Programming input to the Producing Team

- With the support of the Programming team:
 - manage initial communications with artists within an agreed programme scope and budget (approved by Executive Director)

- ensure information regarding the programme and artists is handed over and clearly communicated to the Head of Programming, who is responsible for the contract negotiation and delivery of the programmed events
- Advise the programming team as required on key decisions relating to the delivery of the programme provide strategic producing and/or artistic support to artists on an ongoing basis, where required and appropriate

Relationship Management

- Cultivate meaningful connections and build relationships between Tāwhiri and artists/producers/presenters globally and in Aotearoa New Zealand
- The Festival Co-Director responsible for leading programming of works by Māori artists must cultivate meaningful connections and build relationships between Tāwhiri and Māori and other indigenous artists in Aotearoa, the Pacific and worldwide
- Keep up to date and informed about the arts sectors in Aotearoa, the Pacific and worldwide
- Ensure relevant contact lists are comprehensive and up-to-date on Tāwhiri's databases

Interculturalism

- Work with the Head of Programming and Pou Māori to ensure Māori and other indigenous artists are appropriately supported by the Programming, Technical and Audience teams in the development and staging of their work.
- Work with the Head of Audience and Partnership teams and Pou Māori to consider the specific needs and audience development of Māori, indigenous and other audiences.

Other duties as required. The positions include some evening and weekend work, particularly during Festival times.

REPORTS

These roles do not have direct reports and are supported by the Programming team. The roles report to the Executive Director.