



## POSITION DESCRIPTION

<b>JOB TITLE:</b>	<b>Programme Coordinator   Kairuruku Hōtaka</b>
<b>COMPANY NAME:</b>	<b>Auckland Writers Festival   Waituhi o Tāmaki</b>
<b>LOCATION:</b>	<b>Auckland</b>
<b>REPORTS TO (TITLE):</b>	<b>Festival Director</b>

### PURPOSE OF JOB

This permanent full-time position reports to the Festival Director and works alongside the Festival Administrator and Programme Manager in the areas of artistic and operational administration, grants support, programme co-ordination (logistics, liaison, programme collateral), production support, and other related tasks as required.

As one of a small team, it is an important role in ensuring that the Auckland Writers Festival continues to build on its standing as a world-class festival of literature and ideas and offers the employee an entry-level opportunity to develop wide experience in a festival environment.

*It is noted that the Festival is delivered by a small team and all members of the team may be required, from time to time and subject to workloads, to assist in areas outside their direct portfolio.*

### PACKAGE

Indicative Salary Range: 55-60K dependent on skills and experience.

Other: Employer Kiwisaver contribution additional to salary; monthly phone costs on AWF a/c

### PERSON SPECIFICATION

- Interest in and engagement with literature
- Demonstrated administrative skill and an eye for detail
- Flexibility and a proactive approach
- Excellent written and oral language skills
- Familiarity with WORD, Outlook, Excel; knowledge of Powerpoint and Photoshop helpful

*We particularly welcome candidates from diverse backgrounds, including Māori, Pacific, people with disabilities, and people of all genders.*

## DIMENSIONS

<b>Number of Staff:</b>	- none
<b>Key Internal Relationships:</b>	- Festival Director / Kaiurungi - Programme Manager / Kaiwhakahaere Hōtaka - Festival Administrator / Kaiwhakahaere - Business Manager Kaiwhakahaere Pakihi - Production Manager / Kaiwhakahaere Hōtaka - Other staff (including intern(s))
<b>Key External Relationships:</b>	- Writers - Stakeholders - General public and audience
<b>Delegated Staff Authority:</b>	- None
<b>Approval for Negotiation or Terms of Trade:</b>	- Festival Director approval of all expenditure.

## KEY RESULTS AND MEASURES

Key Result Area	Actions	Measures
<b>Programme Co-ordination</b>	<ul style="list-style-type: none"> <li>▪ Liaise with publishing and author representatives to gather and prepare programme materials including descriptions, bios, photos and books.</li> <li>▪ Contribute to the work of the Festival Director and Programme Manager to identify and contract writers and develop formats for the annual festival.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Programme materials received, logged, processed and filed accurately, and available for use within agreed timeframes.</li> <li>▪ Positive and relevant contributions made to programming ideas and initiatives.</li> <li>▪ Demonstrated interest in the New Zealand literary landscape.</li> </ul>
<b>Artistic Liaison</b>	<ul style="list-style-type: none"> <li>▪ Assist the Festival Director and Programme Manager in the co-ordination of all artists appearing in the festival.</li> <li>▪ Draft artist agreements.</li> <li>▪ Enter and maintain artist and logistics details in the Festival's scheduling software.</li> <li>▪ Oversee travel and accommodation requirements.</li> <li>• Prepare and distribute participant information materials (schedules and welcome packs)</li> <li>▪ Facilitate artist payments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Timely liaison with individual artists including completed travel and accommodation booking, assistance with management of ground transportation, and other related tasks.</li> <li>▪ All artists and logistics entered accurately into the scheduling system and reports generated as required.</li> <li>▪ All artists agreements executed in a timely and accurate manner.</li> <li>• Timely preparation of all artist packs including schedules.</li> <li>• Liaison with the Festival Administrator to ensure timely and accurate execution of all contracted artist payments.</li> </ul>
<b>Production Support</b>	<ul style="list-style-type: none"> <li>▪ Support the Production Manager, Volunteer Co-ordinator and the Festival Team to plan and deliver the Festival programme.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Effective contributions to the delivery of a successful Festival.</li> </ul>

<b>Grants Funding</b>	<ul style="list-style-type: none"> <li>▪ Support the Business &amp; Programme Managers with administration relating to grants procurement and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Grants team supported to meet targets and complete reporting.</li> </ul>
<b>Administration Support</b>	<ul style="list-style-type: none"> <li>▪ Assist the Festival Administrator to manage the operations of the Festival and the Ockham Book Awards including awards submission processing and book despatch.</li> <li>▪ General administration and office management support as required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Timely and accurate administration support provided ensuring the smooth running of the Awards process.</li> <li>▪ Effective contributions to the general office systems and premises maintenance.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>▪ Ensure that all activities are conducted in accordance with applicable legislation, rules and standards, including Charities Act 2005, Employment Relations Act 2010, Fair Trading Act and associated legislation</li> </ul>	<ul style="list-style-type: none"> <li>▪ All activities both internal and external meet the relevant legislative and/or policy requirements and standards.</li> </ul>