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**POSITION DESCRIPTION  
THE AUCKLAND FESTIVAL TRUST**

**Position:** Office Assistant/ Kaiwhakatau Manuhiri

**Reporting to:** Business & Finance Manager

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**Description**

Working closely with the current Office Assistant, the primary purpose of this position is to manage the reception and to assist with general office duties for the Auckland Arts Festival office. This position will support the Festival team with administration and varied duties as required, in the lead-up to and during AAF2021 which will take place 4<sup>th</sup> - 21<sup>st</sup> March 2021

**Term**

This is a full time, fixed term position starting mid-January 2021 until 26<sup>th</sup> March 2021.

**Hours of Work**

Normal hours of work will be 40 hours per week between 8am and 6pm, with extra hours required immediately prior to and during the Festival, including some weekend work, and at other peak times.

**Required Skills and Experience**

- High level communication skills, verbal and written
- Confident and clear phone manner
- Computer literacy – especially Word, Excel and Outlook – with high level of accuracy
- Ability to learn new software quickly
- Strong time management and organisational skills
- Administration and general office experience
- Reception and/or customer service experience
- A team player
- An interest in the arts
- Calm and efficient under pressure
- A high level of professionalism and discretion

**Key Relationships**

- Office Assistant
- Business & Finance Manager
- Chief Executive
- Other Festival staff

## **JOB DESCRIPTION**

### **Reception**

- Be a professional and welcoming first point of contact for the festival office
- Answer the door, greet guests, make tea/coffee
- Answer incoming phone calls and public enquiries including email
- Organise outgoing mail and couriers

### **Office Duties**

- Assess appropriate levels of stationery and kitchen/bathroom supplies
- Regularly restock kitchen supplies
- Ensure office machines are working, including the coffee machine, and printers are stocked with paper
- Help to keep the office and kitchen tidy

### **Administration**

- Assist the Office Assistant with administration as required
- Coordinate the meeting room calendar as appropriate
- General filing
- Enter customer details and general information into databases as required
- Use Datafest (events) software as required
- Assist the Chief Executive and Business & Finance Manager as required
- Administrative support as required for other areas of the Festival

### **Other**

- Any other duties as requested from time to time

## **APPLICATIONS**

Please send your cv and a covering letter to [hr@aaf.co.nz](mailto:hr@aaf.co.nz) by 5pm, 11 January 2021.  
Only applicants with the right to work in New Zealand may apply.