

TE AHUREI TOI O TĀMAKI | AUCKLAND ARTS FESTIVAL

POSITION DESCRIPTION

Position: Head of Programming/ Tumu Hōtaka

Reporting to: Artistic Director on programming and the Chief Executive on all other matters.

Summary

To manage and administrate the artistic programme for the Auckland Arts Festival.

Term

This is a full-time position, preferably commencing late April /early May 2022.

Key Relationships

Internal

- Chief Executive
- Artistic Director
- Kaihautū Māori
- Head of Business & Finance
- Head of Technical & Production
- Head of Marketing & Communications
- Programme Managers
- Programme Staff
- Artist Liaison Manager
- Other staff

External

- Artists & Artists' agents
- Presenting and producing partners
- Suppliers
- Entertainment & arts industry partners
- Venues

Responsibilities

Programming and Planning

- Work with the Artistic Director on Festival content as required, including:
 - Providing input on the research of the programme
 - Working with producers and artists to plan specific projects
 - Producing and delivering agreed events within the overall programme.

- Work with the Chief Executive and Artistic Director to ensure that the programme is within the ability of the Festival to deliver, financially and logistically. Programmed content will be decided by the Artistic Director and Chief Executive.
- Develop a comprehensive critical path for all programme activities and ensure the critical path timeline is adhered to.
- Work with the Chief Executive to develop, prepare and refine event budgets in consultation with the Artistic Director and Head of Business & Finance.
- Assist the Chief Executive and Head of Technical & Production when required to book and contract venues; and administer and manage all venue contracts.
- Work with the Head of Technical & Production and Artist Liaison Manager to arrange and agree all relevant logistics.
- Prepare, or oversee the preparation of letters of agreement and artist contracts once a commitment to engage an artist or performer has been made. Ensure all agreements and contracts are circulated to the Senior Management Team and approved by the Chief Executive prior to going to artists.
- Administer and manage signed artist contracts in consultation with the Head of Business & Finance and Chief Executive.

Budgets and Finances

- Monitor and manage programme budgets, including ordering and payments, as approved by the Chief Executive and Board and within delegated authorities. This is in consultation with the Chief Executive, Head of Business & Finance and Head of Technical & Production as required.
- Provide a copy of the final artists and venues contracts to the Head of Business & Finance and liaise over timeliness of billing and payments.
- Provide a list of all international artists and companies to the Head of Business & Finance for tax exemption applications.
- Provide the Head of Business & Finance with a full schedule of payments for all artists, including fees, per diems and allowances, payment dates and currencies.
- Manage the royalties and music rights associated with all Festival productions and presentations, including music for dance and theatre as well as classical and contemporary music.

Logistics

- Oversee and work closely with the Programme Managers and Artist Liaison Manager on all contractual matters relating to the logistical planning and scheduling for artists including:
 - a) Work permits and visas
 - b) Passport details
 - c) Travel (international and domestic)

- d) Accommodation
- e) Meeting and greeting of artists
- f) Ground transport
- g) Front of house hospitality with regards to the artists
- h) Work with the Head of Technical & Production to identify freight requirements for visiting companies

Staffing

- Manage the Programme Administrator and other programme staff on a day-to-day basis including managing the development of a critical path, and preparation of event budgets and contracts.
- Work with fixed-term contract programme staff to manage programmes with the exception of the Kaihāpai Hōtaka – Māori/Programme Assistant - Māori who will report directly to the Kaihautū Māori.
- Work with the Head of Finance & Business on the recruitment and contracting of project specific staff such as project producers, programme coordinators, artist liaison and other programme related staff (excluding technical venue and production staff) once these roles and job descriptions and delegations have been agreed with the Artistic Director and Chief Executive.
- Work with the Head of Business & Finance to issue employment agreements (in line with current employment legislation) in advance of any staff commencing work, and on other HR and personnel matters. Only the Chief Executive has the authority to engage staff and contracts must be approved and signed by the Chief Executive before an offer of employment is made.

External relationships

- Develop and maintain effective working relationships with artists, agents, other arts organisations, festivals, venues and other relevant external stakeholders as required.
- Develop and manage relationships with independent producers and line-producers.

Marketing Support

- Provide relevant information to support the Head of Marketing & Communications with development and implementation of the marketing campaign.
- Provide information to assist with the preparation of grant and sponsorship applications and acquittal reports.

General

- Liaise and work collaboratively with all departments, staff members and volunteers to carry out the role and ensure open and clear communication channels are maintained for sharing information across all departments.
- Represent the Festival at functions involving sponsors, government and the entertainment

industry as required.

- Manage inputting of all programming information into relevant scheduling programmes.
- Work with the Head of Business and Finance and Head of Technical & Production to ensure programming staff are fully conversant with the Festival's Health and Safety Plan.
- Undertake such other duties and responsibilities as may be required by the Chief Executive, including other events that the Trust may stage.

Reporting Requirements

- Attend and manage weekly programme meetings and ensure an accurate record is taken and circulated.
- Provide the Chief Executive and Artistic Director with regular briefings on developments and progress in all areas of responsibility, and keep them fully informed about any significant issues which may affect the Festival's activities.
- Provide the Chief Executive and Artistic Director with a comprehensive report covering all areas of responsibility on completion of each Festival.