TE AHUREI TOI O TĀMAKI
AUCKLAND
ARTS FESTIVAL

POSITION DESCRIPTION

POSITION: Kaiāwhina Piringa Mōwaho Partnerships Assistant

REPORTING TO: Tumu Piringa Mōwaho Head of Partnerships & Development

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Te Ahurei Toi o Tāmaki Auckland Arts Festival (AAF) is Auckland's premier festival of New Zealand and international arts. Presented annually, the globally recognised event celebrates people and culture, and showcases the cultural diversity and vibrant energy of New Zealand's largest city. For 18 days each March, AAF presents a dazzling array of events by some of the country and world's most innovative artists and performers.

DESCRIPTION SUMMARY

Working with the Tumu Piringa Mōwaho Head of Partnerships & Development, the Kaiāwhina Piringa Mōwaho Partnerships Assistant will assist in ensuring Festival partner and supporter relationships are managed and maintained effectively in the lead up to and during Te Ahurei Toi o Tāmaki Auckland Arts Festival 2027 (AAF2027), 4 – 21 March.

TERM

The position is full time and fixed term starting early January 2027 until Thursday 25 March 2027.

Normal hours of work will be 40 hours per week, between the hours of 8am and 6pm, Monday to Friday. Extra hours will be required during high peak periods of activity, which may include Saturdays, Sundays and evenings.

REQUIRED SKILLS & EXPERIENCE

- High level communication skills, verbal and written
- Excellent relationship skills with demonstrated customer service experience
- Confident and clear phone manner
- Computer literacy – especially Word, Excel and Outlook, with high level of accuracy and attention to detail
- Experience with CRM systems and Microsoft mailmerge tools
- Ability to learn new software quickly
- Strong time management and organisational skills
- Administration and general office experience
- Calm and efficient under pressure
- A high level of professionalism and discretion
- Ability to handle large volumes of detailed work at times
- Knowledge of the performing and visual arts preferred

KEY RELATIONSHIPS

Internal

- Head of Partnerships & Development
- Senior Ticketing Manager
- Office Administrator
- Festival Director & Chief Executive
- Other Festival staff

External

- Partners
- Festival Donor Patrons
- Venues
- Venue Co ordinators and catering departments

JOB DESCRIPTION:

Partnerships

Sponsor hosting and contract fulfillment

- Work with the Head of Partnerships & Development to develop partnership alignment and leveraging to support AAF 2027 programme activities.
- Work with the Partners and Funders regarding bookings and function arrangements including liaising with venues and food and beverage suppliers as requested on their behalf.
- Work with Office Administrator on best function and format for developing and keeping maintained the relevant database and CRM management for activities associated with the strategy.
- Maintain good relations and communication with all Partners and Donor Patrons and assist the Head of Partnerships & Development to deliver the appropriate benefits.
- Help coordinate all Partner and Patron events prior and during AAF 2027. This may include arranging invitations and taking RSVP's for pre and post show events.
- Liaise with Festival Programming and Production teams on venue logistics and support for sponsors events.
- Be onsite during Festival events and assist to ensure partner requirements are met
- Assist with the development of partnership signage plans plus any other partner leveraging activities.
- Work with Partners to ensure signage is installed correctly and maintained throughout the event.

Ticketing

- Assist the Head of Partnerships & Development and work with the Senior Ticketing Manager to ensure all Partner, Funders and Patron ticketing requirements are met and to issue all Partners, Funders and Patron complimentary tickets.

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.

- Support the Festival's commitment to te reo Māori and tikanga Māori, through participation in artist pōwhiri, mihi whakatau, waiata practices, te reo Māori lessons and other activities as applicable.

- Represent the Festival professionally at Festival events, functions and stakeholder activities as required.

- Input database and ticketing information into relevant Festival scheduling programmes as required.

- Work with the Head of Business & Finance and Head of Technical & Production to ensure all activities are fully conversant with the Festival's Health and Safety Plan.

- Undertake such other duties and responsibilities as may be required.