

POSITION DESCRIPTION

Position: Programme Manager / Kaiwhakahaere Hōtaka

Reporting to: Head of Programming / Tumuaki Hōtaka

Job Description

The Programme Manager will work closely with the Artistic Director and Head of Programming to manage select projects for the 2022 Auckland Arts Festival/Te Ahurei Toi o Tāmaki, (10 – 27 March 2022.)

Term

The position is full time and fixed term starting mid to late August 2021 until 14 April 2022.

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 and experience

- Producing, production management or performing arts management experience
- Project delivery and budget management skills
- Proven administration skills
- Experience in drafting and administering contracts
- Computer skills (Word, Excel, Outlook)
- Knowledge of contemporary performing arts
- Knowledge of a specific art form such as music, theatre, visual arts or dance an advantage
- A driver's license an advantage

Relationships

The Programme Manager will work with:

- Head of Programming
- Artistic Director
- Kaihautū Māori
- Chief Executive
- Other members of the Programming team
- Artist and Logistics Manager
- Technical Manager
- Business & Finance Manager
- Marketing & Communications team
- Other Festival staff
- Festival artists and companies

Responsibilities

Programming

1. Work as part of the Auckland Festival Trust Programming team and contribute to the administration, planning and delivery of aspects of the overall 2022 Programme.
2. Work with the Artistic Director and Head of Programming on Festival content as required. This can include:
 - Researching artists, projects and ideas
 - Liaising with and managing artists, companies and projects
 - Working with producers on specific productions
 - Producing or coordinating some events and special projects
3. Administer and manage artist contracts or letters of agreement in consultation with the Head of Programming, Business & Finance Manager and Chief Executive. Programmed content will only be decided with agreement of the Artistic Director and Chief Executive and all fees and expenditure to be discussed prior to any negotiation and agreement.
4. Ensure that Contracts are circulated and approved by the Senior Management Team and signed by the Chief Executive.
5. Devise, with the Head of Programming, a critical path detailing and scheduling the key elements of select projects. Ensure that the critical path is adhered to.
6. Liaise with the Technical Manager in regard to the production, logistics and technical requirements for productions and presentations managed by the Programme Manager.
7. Work with the Programme Administrator to enter and maintain data in the DATAFEST scheduling software programme.

Budgets and Finances

8. Assist with developing, preparing and refining event budgets in consultation with the Head of Programming, Chief Executive and Business & Finance Manager.
9. Monitor and manage programme budgets in consultation with the Head of Programming, Chief Executive and Business & Finance Manager.
10. Liaise with the Programme Administrator to ensure they have accurate and up to date information regarding artist fees, per diems and allowances, payment dates and currencies.
11. Provide the Head of Programming and Chief Executive with regular updated reports on the committed and actual expenditure for the elements for which the Programme Manager is directly responsible.
12. All expenditure must be signed off by the Head of Programming prior to commitment.

Logistics

13. Work closely with the Head of Programming, other Programme team members, Artist and Logistics Manager and Technical Manager on all contractual matters relating to the logistical planning and scheduling for artists in the 2022 Festival including, where applicable:
 - 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 Technical Manager to identify freight requirements for visiting companies

Marketing Support

14. Provide relevant information to support the Marketing & Communications Team with development and implementation of the marketing campaign for productions and presentations managed by the Programme Manager.
15. Provide information to assist with the preparation of grant and sponsorship applications and acquittal reports.

External relationships

16. Maintain effective working relationships with other arts organisations and venues as required.
17. Manage relationships with co-producers, independent producers and line-producers for productions and presentations managed by the Programme Manager.

Reporting Requirements

18. Attend weekly programme meetings and other meetings as and when required.
19. Provide the Head of Programming 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.
20. Provide the Head of Programming on completion of the Festival with a comprehensive report covering all areas of responsibility.

General

21. Other duties as required.

22. Comply with the Festival's Health and Safety Policy.

Applications

Applications should be emailed to hr@aaf.co.nz by 2 August 2021.