

**POSITION DESCRIPTION
AUCKLAND FESTIVAL TRUST**

Position: Programme Manager – Education/ Kaiwhakahaere Hōtaka ā-Mātauranga

Reporting to: Head of Programming

Summary

The Programme Manager – Education will work closely with the Artistic Director, Head of Programming and Kaihautū Māori to co-ordinate the planning, delivery and reporting of the 2022 Auckland Arts Festival Education programme and industry outreach opportunities.

- The Education programme covers activities for primary, secondary and tertiary levels and includes subsidised ticketed and free events. It also covers pre and post-show talks, and workshops and master classes for all levels of education as well as Industry professionals
- **Skills required**
 - Knowledge of contemporary performing arts, including Māori and Pasifika
 - Experience in project delivery, producing and/or event management
 - Proven administration and computer skills (Word, Excel, Outlook)
 - Experience in drafting and administering contracts
 - Staff and volunteer management experience
 - Excellent communication skills, written and verbal
 - Excellent customer service skills
 - A driver's license is required
 - Experience in the NZ education sector and an understanding of the primary and secondary school curriculum, and of Kura Kaupapa schools an advantage

Key relationships

- Head of Programming
- Artistic Director
- Chief Executive
- Kaihautū Māori
- Business & Finance Manager
- The Programming team
- Marketing & Audience Development Manager
- The Marketing & Communications Team
- Ticketing Manager
- Technical Manager
- Festival artists, companies and venues

KEY RESPONSIBILITIES

Programming

1. Work as part of the Auckland Arts Festival programming team to develop, produce and manage the education programme, including schools' performances, workshops, talks and seminars for the 2022 Auckland Arts Festival.
2. Liaise with education groups, teachers, and specific groups that deliver to the education sector in regard to any advice support and recommendations they may have for the development and delivery of the Education programme.
3. Work with schools, universities, kura, other arts partners and relevant stakeholders to maximise the number of children and young people participating in and attending the festival.
4. Coordinate the professional development programme for industry practitioners, including workshops and masterclasses for professional practitioners and the wider Arts industry.
5. Liaise with external partners and providers to ensure smooth delivery of workshops and masterclass series.
6. Work closely with the Head of Programming, Technical Manager and Artist Liaison Manager on the technical production requirements of the Education programme, including venue arrangements and production, artists' travel, accommodation, and ground transport.

Administration and Financial

7. Work with the Head of Programming to produce a comprehensive timeline detailing and scheduling all areas of programming, production, marketing and administration for the education programme and industry opportunities.
8. Work with the Marketing & Audience Development Manager and Chief Executive to set ticketing allocations to ticketed performances for schools, allocations for industry and any other specific programmes.
9. Ensure the accurate and timely processing of all school bookings, working with the Accounts team to process and monitor schools invoicing and payments.
10. Work with the Ticketing Manager to allocate, confirm and distribute tickets to schools.
11. Enter and maintain relevant information in the Festival planning software (DATAFEST) as required, including key Education contacts.

Marketing and Communications

12. Work with the Marketing and Communications team to promote and market the education programme and industry opportunities.

13. Provide copy where required for the education and industry events to be used in Festival collateral and assist with distribution of materials and press releases where required, in collaboration with the Marketing & Communications team.
14. Ensure te reo translations are created and distributed for relevant programming for Kura Kaupapa.
15. Assist with distribution of digital communication as well as printed brochure and collateral through maintenance of education contact lists.
16. Source and write copy for curriculum-related resources (where applicable) and arrange the distribution to relevant education institutions.

Reporting

17. Maintain an accurate record of the Education programmes planned and actual audience attendances.
18. Provide the Head of Programming, Chief Executive, Artistic Director and Kaihautū Māori with regular reports on Schools bookings, ticket numbers and revenue.
19. Provide the Chief Executive, Artistic Director, Kaihautū Māori, Head of Programming with a comprehensive report on the completion of the Festival, including an assessment of how well the Education programme was delivered and received, attendances, revenue and expenditure, the strengths and weaknesses of the programme, and recommendations for the future.

General

20. Supervise support staff (if applicable), volunteers and interns as required, and in line with Festival policies and procedures.
21. Other duties as required.