

POSITION DESCRIPTION

POSITION: Kaiwhakarite Hōtaka Producer

REPORTING TO: Tumu Hōtaka Head of Programming

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

The Kaiwhakarite Hōtaka Producer is responsible for producing and delivering the established Toitū Te Reo programme and contributing to the programming of Whānau Day activities in line with the agreed artistic brief. Working with artists, partners and Festival teams, the Producer delivers planning, coordination and delivery within agreed budgets, timelines and resources for Te Ahurei Toi o Tāmaki Auckland Arts Festival 2027, taking place from 4–21 March 2027.

TERM

The position is full time and fixed term starting early November 2026 to 2 April 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

- Experience in programming, preferably for a young audience
- Producing, production management or performing arts management experience
- Project delivery and budget management skills
- Proven administration and organisational skills
- Experience in drafting and administering contracts
- Computer skills (Sharepoint, Word, Excel, Outlook)
- Self-motivated with the ability to manage workload and priorities
- Excellent communication and relationship management skills, with a collaborative approach to working across departments
- Solution oriented, with the ability to navigate complex challenges under pressure and to tight deadlines
- Knowledge of contemporary performing arts, music, theatre, visual arts or dance an advantage

- Knowledge of te reo Māori and tikanga is an advantage
- A full driver's license and good driving record is an advantage

KEY RELATIONSHIPS

Internal

- Head of Programming
- Senior Management Team
- Members of the Programming team
- Members of the Technical and Production team
- Seasonal Festival staff

External

- Festival artists, companies, partners, suppliers and venues

JOB DESCRIPTION:

Programming:

- Curate and program Whānau Day in response to the artistic brief provided by the Artistic Director.
- Research, identify and recommend artists and projects that align with the Festival's vision, audience development goals and budget.
- Negotiate artist availability, fees and contractual terms in collaboration with the Head of Programming.
- Ensure the Whānau Day program is delivered within agreed artistic, operational and financial parameters.
- Manage all artist and company logistical requirements for assigned Festival projects in accordance with Festival policies, procedures and the Producer Handbook, ensuring a high standard of artist care and operational delivery.
- Be responsible for and manage timelines for assigned projects. Ensuring key milestones, deliverables and deadlines are achieved in a timely manner.
- Work with the Head of Programming on Festival content as required. This can include:
 - Researching artists, projects and ideas including budgets and scheduling in liaison with artistic leadership and department heads
 - Liaising with and managing artists, companies and projects
 - Identify, propose and where required, negotiate and deliver free, low-cost and value-add engagement opportunities that extend the Festival experience for artists and audiences, including local artist activations, artist talks, Q&As, workshops and other supporting programmes, in consultation with artistic leadership and relevant department heads.

- Liaise with, provide relevant information to, and assist the Programme Administrator to create contracts and letters of agreement related to projects managed by the Producer.
- Liaise with the technical department regarding the production, logistics and technical requirements for productions and presentations managed by the Producer.
- Work closely with the Accessibility Programme Lead and Audience Development Co-ordinator to identify, develop and oversee the implementation of inclusive and educational activities associated with projects managed by the Producer.
- Enter relevant project information and maintain data in the festival event management system or similar scheduling software programme.
- Liaise with the Artist & Logistics Manager regarding travel, ground transport, accommodation, visas, catering and other artists and company requirements for productions and presentations managed by the Producer.
- Supervise volunteers and interns as required in line with Festival policies and procedures.

Toitū Te Reo Programme Integration

- Identify opportunities to integrate te reo Māori and related audience engagement activities into assigned Festival projects, in consultation with the Kaihautū Māori, artists and relevant Festival teams.
- Seek guidance from the Kaihautū Māori on te reo Māori, tikanga and cultural considerations, and incorporate agreed requirements into project briefs, schedules, budgets and delivery arrangements.
- Maintain regular project check-ins with the Kaihautū Māori and Head of Programming, identifying decisions, resource requirements and issues requiring their input.
- Gather project outcomes and feedback to support evaluation of Toitū Te Reo and recommendations for future programmes.

Budgets & Finance

- Responsible for managing project budgets, including tracking expenditure, financial reporting and budget consolidation.
- Liaise with the Programme Administrator to ensure work is based on accurate and up to date information regarding artist fees, per diems and allowances, payment dates and currencies.
- Provide regular updated reports on the committed and actual expenditure related to projects for which the Producer is directly responsible.

- Ensure all expenditure is signed off by the Head of Programming and Chief Executive prior to commitment.
- Keep an accurate record of expenditure being charged back to the artists, in collaboration with Artist & Logistics Manager.

Marketing Support

- Provide relevant information to support the Marketing & Communications team, including Festival Publicists, with development and implementation of the marketing and publicity campaign for productions and presentations managed by the Producer.
- Provide information as required to assist with the preparation of any grant and sponsorship applications and acquittal reports for projects delegated to the Producer.

External Relations

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

Reporting Requirements

- Attend weekly Programming meetings, production meetings and other meetings as and when required.
- Provide to provide relevant stakeholders (internal and external) with regular briefings on developments and progress in all areas of responsibility and keep them informed about any significant issues which may affect the Festival's activities.
- Provide the Head of Programming on completion of the Festival with a comprehensive report covering all areas of responsibility and recommendations for the future.

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.

- Manage inputting of all programming information into relevant scheduling programmes.
- 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.