

POSITION DESCRIPTION

Position: Tumu Hōtaka Head of Programming

Reporting to: The Chief Executive, with a functional reporting line to the Artistic Director for programming matters.

Summary

To lead the strategic development and delivery of the Te Ahurei Toi o Tāmaki Auckland Arts Festival artistic programme, aligning with the Artistic Director's vision and the organisation's key objectives.

The position sits on the Festival's Senior Leadership Team.

Term

This is a full-time position, preferably commencing late June /early July 2025.

Key Relationships

Internal

- Chief Executive
- Artistic Director
- Kaihautū Māori
- Head of Business & Finance
- Head of Technical & Production
- Head of Marketing & Communications
- Programme Managers/Producers
- Schools/Education/Accessibility staff
- Artist & Logistics Manager
- Other staff

External

- Artists & Artists' agents
- Presenting and producing partners
- Suppliers
- Entertainment & arts industry partners
- Venues, festivals and key co presenting partners

Responsibilities

Programming, Planning & Logistics

- Collaborate with the Artistic Director to shape and implement a compelling Artistic programme that reflects the vision and resonates with audiences through:
 - Providing input on the research of the programme
 - Working with artists and companies to explore a range of opportunities to deliver key outcomes
 - Leading the Programming team in maximising opportunities and successful delivery of projects
 - Producing and delivering agreed events within the overall programme.
 - Undertaking Executive Producer role on assigned projects
- Lead cross-functional teams to deliver high quality programmes, fostering a culture of collaboration, innovation and continuous improvement.
- 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.
- Assist the Chief Executive when required to book and contract venues; and administer and manage all venue contracts.
- Work with the Head of Technical & Production and Artist & Logistics Manager to arrange and agree all relevant logistics.
- Oversee the full lifecycle of contracts for artists, venues and artistic suppliers including the preparation, review and administration of agreements.
- Ensure all contracts are circulated to the Senior Management Team and receive Chief Executive Approval.
- Collaborate with the Head of Business & Finance to manage compliance aligning with the Festival's strategic objectives and legal standards.

Budgets and Finances

- Lead the development and oversight of the Programming budgets at both project and programme levels, ensuring alignment with the Festival's artistic vision and financial objectives. Collaborate with the Head of Business & Finance to integrate budget planning into the overall organisation systems.
- Work with the Chief Executive to develop, prepare and refine event budgets in consultation with the Artistic Director and Head of Business & Finance.
- Oversee the financial management of programming activities, including monitoring expenditure, ensuring timely payments and managing financial reporting. Ensure compliance with financial

policies and procedures, working closely with the Head of Business & Finance to maintain financial delegated authorities and processes with transparency and accountability.

- Manage all financial aspects related to artist and venue contracts, including administration of payments, tax considerations for international artists and the management of royalties and music rights. Ensure all contractual obligations are met in accordance with organisational, legal and regulatory standards.

Staffing

- Provide leadership and day to day management for the Programme Manager, ensuring alignment with the Festival's artistic vision and operational objectives.
- Work with fixed-term contract Programming staff to manage programmes including working closely with the Kaihautū Māori to ensure that the Kaihāpai Hōtaka – Māori/Programme Assistant – Māori (who reports directly to the Kaihautū Māori) is effectively integrated into programming activities, respecting reporting structures, standard workflow processes and milestones and cultural considerations for artist, staff and audiences.
- With support from Head of Business & Finance, lead the recruitment, training and supervision of seasonal programming staff, fostering a cohesive team which upholds Festival standards of delivering high quality events and in line with HR requirements as determined by the Head of Business & Finance and the Chief Executive. 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

- Lead initiatives that involve Programming and artists into the marketing process, ensuring their creative input enhances campaign authenticity and greater audience connection.
- Support seasonal Programming staff to advocate for and collaborate with internal marketing teams to develop and implement campaign ideas that involve artists and companies, ensuring alignment with the Festival's brand and messaging ensuring consistency and effectiveness of the Festival brand across all activities.
- 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.
- 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 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 & 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.

How to apply

Please email a CV and covering letter to hr@aaf.co.nz by 5.00pm, Wednesday 4 June 2025.
Only applicants with the right to work in NZ may apply.