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## POSITION DESCRIPTION AUCKLAND FESTIVAL TRUST

**Position:** Technical Administrator/Kaihāpai Hangarau

**Reporting to:** Technical Manager/ Kaiwhakahaere Hangarau

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The Auckland Arts Festival 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 in March 2022, the next annual Auckland Arts Festival will present a dazzling array of events by some of the country and world's most innovative artists and performers.

### Description

Working closely with the Technical Manager, the primary purpose of this position is to provide administration support for the technical team in the lead up to and delivery of the 2022 Auckland Arts Festival (March 10 – 27).

### Term

The position is a combination of part-time and full-time, and is fixed term until early April 2022.

### Hours

This position will be part-time 20 hours a week from 4 October through till December 2021, then full-time from January through till 8 April 2022.

During the full-time period 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 immediately prior to and during the Festival, including weekends.

### Required skills and experience

- Experience working in a live performance environment
- Arts administration and general office experience
- High level communication skills, verbal and written
- Computer literacy – especially Word, Excel and Outlook – with high level of accuracy
- Ability to learn new software quickly
- Excellent time management and organisational skills
- Calm and efficient under pressure
- A high level of professionalism and discretion
- Stage management or some venue/production management experience is highly desirable

### Key Relationships

- Technical Manager
- Technical HOD's
- Chief Executive
- Business & Finance Manager and Accounts team
- Artist Liaison Manager
- Programming team
- Other Festival staff
- Festival artists and companies
- Venue staff and suppliers

## **JOB DESCRIPTION**

### **Administration**

1. Assist the Technical Manager to prepare crew contracts, develop the technical staff roster and call sheets then collate timesheets and/or invoices for payroll
2. Use DataFest to create & maintain production schedules and to track the technical requirements & resource allocation for all festival events
3. Manage the technical departments finance processes, including quoting, purchase order & invoice tracking systems, petty cash distribution & reconciliation and developing the technical equipment insurance document
4. Attend and take minutes at production meetings as required
5. Assist the technical team with any other administration as required

### **During the festival**

6. Set up and manage the on-site technical office
7. Prepare and distribute stage door lists, crew accreditation and manage venue swipe card distribution.
8. Collate and distribute all production reports
9. Coordinate the technical department runner
10. Work with the Artist Liaison team to ensure timely delivery of backstage requirements (catering, towels, water etc.)

### **General**

11. Comply with and implement Auckland Festival Trust health and safety policies & procedures, including the preparation of site and/or show specific health and safety management plans
12. Other duties as requested from time to time, including prop sourcing, booking backline, supervising interns and coordinating crew t-shirt distribution

### **Applications**

Applications to [hr@aaf.co.nz](mailto:hr@aaf.co.nz) by **Friday 10 September 5pm**. Only applicants with the right to work in NZ may apply.