

TE AHUREI TOI O TĀMAKI

AUCKLAND ARTS FESTIVAL

POSITION DESCRIPTION THE AUCKLAND FESTIVAL TRUST

POSITION: Kairuruku Hōtaka – Kia Wātea, Kia Whai Wāhi · Programme Coordinator – Access & Inclusion

REPORTING TO: Tumu Hōtaka · Head of Programming, and in their absence, Kaiwhakahaere Matua · Chief Executive

Summary

The Programme Coordinator – Access & Inclusion will work closely with the Head of Programming to coordinate the planning, delivery and reporting of the Access & Inclusion programme for Te Ahurei Toi o Tāmaki Auckland Arts Festival 2025 (6–23 March 2025). Taking responsibility for guiding the Festival’s award-winning initiative, this role involves working with organisations to identify the Festival events that will translate best into each community, improving best practices and engagement with our d/Deaf and disabled artists and audiences, and passionate advocacy for greater accessibility and inclusion in the arts.

Term

This is a full-time, fixed-term position commencing 19 August 2024 until 4 April 2025. Based in Auckland, normal hours of work will be 40 hours per week, spread between regular office activity hours of 8.00am–6.00pm, 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

- Developing, coordinating or delivering programmes of activities or events, with experience in making such programmes and events more inclusive an advantage.
- Budget management skills.
- Knowledge of, and engagement with, Access & Inclusion policy, practice, networks and communities an advantage.
- Proven administration skills.
- Computer skills (Word, Excel, Outlook).

- Knowledge of contemporary performing arts including specific art forms such as music, theatre, visual arts or dance an advantage.
- Knowledge of Te Reo Māori, tikanga and manaakitanga is an advantage.
- A driver's license an advantage

Key Relationships

- Head of Programming
- Artistic Director
- Chief Executive
- Kaihautū Māori
- Programming Team
- Head of Technical & Production
- Head of Business & Finance
- Marketing and Communications Team
- Ticketing Team
- Other Festival staff
- Festival artists, companies and venues
- Accounts team

External

- Access & Inclusion communities, networks and service suppliers, Festival artists, companies, partners and venues.

JOB DESCRIPTION:

Programming

- Deliver the Access & Inclusion programme, which may include NZSL performances, audio-described performances and touch tours, relaxed performances and other initiatives.
- Work with the Programme Administrator to ensure any venue bookings, meetings or other administrative tasks associated with the coordination of the Access & Inclusion programme are completed as required.
- Coordinate and oversee volunteers to assist with the delivery of the programme where required.
- Coordinate the Pay What You Can or similar initiative if applicable.

- Work with selected artists in the overall Festival programme, in liaison with the Producers and Kaihautū Māori, to deliver Access & Inclusion outreach opportunities.
- Liaise with companies and community groups to promote these initiatives.
- Work as part of the Programming team to contribute to the delivery of the Festival programme.
- Ensure the accurate and timely processing of all Access & Inclusion bookings, working with the Accounts team and Ticketing Team regarding payments.
- Ensure the smooth allocation, confirmation and distribution of tickets to the Access & Inclusion programme, working with the Ticketing team.

Administration and Financial

- Work with the Head of Programming to manage and monitor Access programme budgets. All budgets are to be signed off by the Chief Executive.
- Maintain up to date contacts for the Access organisations in the AAF database.
- Enter and maintain relevant information in Festival software DATAFEST or equivalent application as required.
- All expenditure must be signed off by the Head of Programming prior to commitment.
- Work with the Programme Administrator to ensure all expenditure items have a Purchase Order raised.
- Coordinate and manage other specific festival initiatives or projects where required.

Marketing and Communications

- Work with the Head of Marketing & Communications and marketing staff to promote and market the Access & Inclusion programme.
- Liaise with partner organisations to provide relevant marketing materials to support the promotion of events through their networks.
- Attend community and sector events and meetings to build networks, promote activities and support the sector.

Reporting

- Maintain an accurate record of the Access & Inclusion programmes planned and actual audience attendances.
- Provide the Head of Programming, Chief Executive, Artistic Director, and Kaihautū Māori with a regular report on Access bookings, ticket numbers and revenue.

- Provide the Head of Programming with regular reports on bookings and expenditure, both committed and actual, for the Access & Inclusion programme.
- Provide the Head of Programming, on completion of the Festival, with a comprehensive report, including an assessment of how well the Access programme was delivered and received, attendances, revenue and expenditure, the strengths and weaknesses of the programme, and recommendations for the future.

General

- 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.
- Supervise volunteers and interns as required, in line with Festival policies and procedures.
- Other duties as required.
- Comply with the Festival's Health & Safety Policy.