



## **POSITION DESCRIPTION**

### **THE AUCKLAND FESTIVAL TRUST**

**Position:** Kaiāwhina Piringa Mōwaho Partnerships Assistant

**Reporting to:** Tumu Piringa Mōwaho Head of Partnerships & Development

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#### **Summary**

Working with the Head of Partnerships & Development, the Partnerships Assistant will assist in ensuring Festival sponsor and supporter relationships are managed and maintained effectively in the lead up to and during Te Ahurei Toi o Tāmaki Auckland Arts Festival 2026 (AAF2026), 5 – 22 March.

#### **Term**

This is a fulltime, fixed term position commencing December 2025 until end of March 2026, based in Auckland. Normal hours of work will be 40 hours per week, between the hours of 8am-6pm, Monday to Friday. Extra hours will be required during high peak periods of activity, which may include Saturdays, Sundays and evenings.

#### **Required Skills and Experiences**

- High level communication skills, verbal and written
- Excellent relationship skills
- Confident and clear phone manner
- Computer literacy – especially Word, Excel and Outlook, with high level of accuracy and attention to detail
- Experience with CRM systems and Microsoft mailmerge tools
- Ability to learn new software quickly
- Strong time management and organisational skills
- Administration and general office experience
- Reception and/or customer service experience
- A team player
- An interest in the arts
- Calm and efficient under pressure
- A high level of professionalism and discretion
- Proactive problem solver
- Ability to handle large volumes of detailed work at times
- Knowledge of the performing and visual arts preferred

## **Key Relationships**

### **Internal**

- Head of Partnerships & Development
- Ticketing Manager
- Chief Executive
- Other Festival staff

### **External**

- Sponsors
- Festival Donor Patrons
- Venues

## **Areas of Focus**

### **Partnerships**

- Sponsor hosting and contract fulfillment
  - Work with the Head of Partnerships & Development to deliver on the sponsorship strategy and assist in securing negotiating and managing public and corporate sponsors and funders.
  - Work with the Head of Partnerships & Development to develop sponsorship alignment and leveraging to support AAF2026 programme activities.
  - Assist the Head of Partnerships & Development with preparation of contracts and assist with the management, signing and ultimate fulfillment of Sponsor and Funder contracts.
  - Work with the Sponsors and Funders regarding bookings and function arrangements including liaising with venues and food and beverage suppliers as requested on their behalf.
  - Maintain good relations and communication with all Sponsors and Donor Patrons and assist the Head of Partnerships & Development to deliver the appropriate benefits.
  - Help coordinate all Sponsor and Patron events prior and during AAF2026. This may include arranging invitations and taking RSVP's for pre and post show events.
  - Liaise with Festival Programming and Production teams on venue logistics and support for sponsors events.
  - Be onsite during Festival events and assist to ensure sponsor requirements are met.
  - Signage
    - Assist with the development of sponsorship signage plans plus any other sponsor leveraging activities.
    - Work with sponsors to ensure signage is installed correctly and maintained throughout the event.
- Ticketing
  - Assist the Head of Partnerships & Development and work with the Ticketing Manager to ensure all Sponsor, Funders and Patron ticketing requirements are met and to issue all Sponsors, Funders and Patron complimentary tickets.
- Partnerships – General
  - Assist the Head of Partnerships & Development with other duties as required
  - Attend meetings when required

Please email CV and cover letter to [hr@aaf.co.nz](mailto:hr@aaf.co.nz) by 9am, Monday, 1 December 2025