

THE AUCKLAND FESTIVAL TRUST

POSITION DESCRIPTION

POSITION: Kaihāpai Tari Office Administrator

REPORTING TO: Tumu ā-Pakihi, ā-Pūtea Head of Business & Finance

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 Office Administrator is an important role within The Auckland Festival Trust (TAFT)/AAF Administration team. The primary purpose of this position is to provide administrative support to the senior management team and general office duties for the AAF office.

The position is a full time, permanent position starting July 2026.

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

- A high level of communication and relationship skills
- Proven administration and organizational skills
- Computer skills (Sharepoint, Word, Excel, Outlook)
- Grant writing and reporting experience
- Self-motivated and can work well under pressure in a busy festival environment
- Experience in event management is an advantage
- Knowledge of te reo Māori and tikanga is an advantage

KEY RELATIONSHIPS

Internal

- Chief Executive (CE)
- Artistic Director (AD)
- Head of Business & Finance
- Head of Partnerships & Development
- TAFT board Chair and Trustees

External

- Funders (non-government trusts, foundations and other grant-making organisations)
- Festival Partners, Patrons and Stakeholders

RESPONSIBILITIES

Office Administrator

- Act as Festival receptionist as required including answering telephone calls, handling internal staff queries appropriately, and maintaining effective relations with key stakeholders (both internal and external). During Festival time these responsibilities are shared with the Administration Assistant (3-month, fixed-term position).
- Arrange and co-ordinate meetings (and other forums) as required including agenda development, minute taking, report preparation and coordination, preparing presentations and arranging facilities.
- In collaboration with ticketing staff and sponsorship staff, manage ticketing requirements for the CE, AD, Chair and VIPs as required.
- Support the Chief Executive and Artistic Director through effective coordination of schedules, communications, meetings and administrative processes, where requested, ensuring they are equipped with the information and resources required to fulfil their leadership responsibilities.
- Anticipate organisational and leadership support requirements, facilitating the timely flow of information, managing stakeholder interactions and contributing to the smooth operation of the Festival's executive functions.
- Provide a high standard of general administrative services.
- Maintain a high level of confidentiality and prioritisation of all matters.

Funding

- Support the Head of Partnerships & Development with
 - Planning and executing funding applications and acquittal reports ensuring deadlines are met.
 - Patron, VIP and Donor relationship building, including managing invitations and supporting hostings and event management during AAF and throughout the year.

Financial

- Ensure that all expenditure related to Office Administrator tasks is kept within set limits through the monitoring of all actual and committed expenditure. All authorisation of expenditure is to be by purchase order.
- Provide the Finance Department in a timely manner with copies of all receipts for travel, accommodation and other expenditure arranged, accurately coded to the correct area.

Travel

- Arrange travel, transport and accommodation for the senior management team members, including flights, accommodation, ground transport, car hire, theatre tickets and meetings.

- Arrange travel, transport and accommodation for other members of the wider team as and when required.

Administration

- Coordinate the day-to-day operation of the Festival office, ensuring office systems, facilities, equipment, supplies and administrative processes are maintained to support an efficient, welcoming and professional workplace.
- Manage relationships with office suppliers, service providers and contractors, coordinating procurement, maintenance and service delivery requirements as required.
- Maintain effective administrative systems, records and organisational processes that support the smooth operation of the Festival throughout the year and during Festival delivery.

Event Organisation

- Foster a welcoming, professional and inclusive environment for artists, partners, funders, trustees, visitors and staff, reflecting the Festival's commitment to manaakitanga in all interactions.
- Coordinate office hosting, hospitality and stakeholder engagement requirements, supporting meetings, events, artist visits, donor engagement activities and other Festival functions throughout the year.
- Act as a key point of contact for internal and external stakeholders, ensuring enquiries are responded to professionally, efficiently and with appropriate judgement.

Being part of TAFT / AAF team

- Actively and positively participate as a member of the team.
- Proactively look for opportunities to improve the operations of the organisation.
- Perform any other duties as needed, including broader operational duties during the active Festival period.
- 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.
- Comply with and support all health and safety policies, guidelines and initiatives.
- Adhere to all TAFT/AAF procedures, policies, guidelines, and standards of integrity and conduct

Other

- Other duties as required from time to time.