



POSITION DESCRIPTION

Title:	Taurima ARONUI Arts Festival Charitable Trust Māori Arts Intern
Position:	ARONUI Arts Festival Charitable Trust Intern
Reporting to:	Cian Elyse White, Executive Director/CE
Key Relationship/s:	Cian Elyse White; Mercia-Dawn Yates, Trust Chair; Rachel McRae, Marketing; Glenn McLeary, Graphic designer MAI Programme Manager, Coordinator and Mentor Toi Māori Aotearoa staff
Location:	Te Takapū o Te Arawa – Haupapa House 1072 Haupapa Street, Rotorua 3010
Purpose of role:	<p>The arts intern will contribute to the preparation and delivery of the Aronui 2024 festival, working across the production, socials and general media teams. The mahi will be varied and can be adapted to suit the skill-set of the candidate, but will include some audience database updating, liaising with artists, volunteers and suppliers, as well as working with our delivery team on scheduling and delivery logistics.</p> <p>The timing of the internship will include 4 months pre-production ahead of AIAF 2024, including the festival itself, taking place during Te Māhuru (September) 2024. The intern would be provided with opportunities to take up paid roles from the end of the internship and be fully involved in the delivery of AIAF 2024 and beyond.</p>
Outcome of the Role:	A successful outcome would be a positive experience for both the intern and the organisation. The intern feels like an integral strand in the whāriki (foundations) of Aronui, having strengthened connections in both the organisation and the wider rohe (region) of Rotorua. The role will also allow the intern to identify future career pathways within the arts sector, including future roles within Aronui. A positive outcome from the organisations perspective, would be that the intern has provided support during the planning stages of AIAF 2024 and embraced the role, supporting fellow team members, artists and local key community contacts.

A. Key Responsibilities to ARONUI ARTS FESTIVAL CHARITABLE TRUST:

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
Support AIAF 2024 media and pr team	<p>Identify opportunities for engagement between programmed artists and local media outlets.</p> <p>Support the schedule development for the AIAF IG, FB and Tiktok pages as well as the web-site.</p> <p>Assist with proofing material for AIAF 2024 online and print programme.</p>	<p>Indigenous artists are connected with the community of Rotorua to encourage community participation in AIAF 2024.</p> <p>A social media draft schedule is created and updated weekly, to encourage community engagement ahead of AIAF 24.</p> <p>Information is checked and updated for the AIAF 2024 online and print programme.</p>

<p>Support AIAF 2024 programme and delivery team</p>	<p>Setting up calendars for AIAF 2024 team meetings and key events.</p> <p>Work with Venues, artists and tech team to coordinate equipment and logistics for AIAF 2024.</p>	<p>AIAF 2024 hui (meeting) schedules are drafted and checked across all communication channels (ical, drive, google).</p> <p>All teams have a clear understanding of event logistics and are communicated with in a timely manner.</p>
<p>Hauora (Taha tinana, Wairua, hinengaro, whānau)</p> <p>Health, Safety and Wellbeing</p>	<p>Comply with the Health & Safety at Work Act 2015 and Aronui Arts Festival Charitable Trusts' Health & Safety policies and BCP (Business Community Plan).</p> <p>Adhere to all directions and instructions from supervising officers regarding health and safety and COVID-19 compliance procedures.</p> <p>Ensure that the hauora (health) and wellbeing of the team, manuhiri (visitors) and yourself are at an adequate level, adhering to all company policies at all times.</p>	<p>Health, safety, and wellbeing policies complied with and observed at all times.</p> <p>NZ COVID compliance measures are observed and adhered to at all times, and all artists are communicated with to ensure they understand Aronui health and safety standards.</p> <p>Regular check-ins are made with touring artists and crew, and relevant information is passed on to supervising officers regarding the well-being status of yourself and any team member.</p>

B. Key Responsibilities to TOI MĀORI AOTEAROA:

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
<p>Professional Skill Development Plan and Monitoring</p>	<p>Provide one (1) hour (max) phone call per week with the MAI Programme Mentor.</p>	<p>Timely responses to calls/inquiries by the MAI Programme Mentor regarding the progress of the internship.</p>
	<p>Provide a weekly timesheet and journal to update on weekly personal progress, key learnings, and key challenges during the internship.</p>	<p>Weekly timesheets and journals are submitted to the Programme Manager, Toi Māori Payroll officer, and Programme Coordinator every Friday during the internship.</p>
	<p>Update the Self-assessment and Evaluation forms at regular intervals throughout the internship.</p>	<p>Self-assessment and Evaluation forms are provided to the Programme Manager and</p>

		Programme Coordinator at the beginning, mid-internship, and end of the internship.
MAI Programme Promotion	Support Toi Māori in promoting the MAI Programme by providing an intern profile, image(s), and a video interview via Toi Māori's digital platforms.	Promotion support is provided within given timeframes set by the Programme Manager and Programme Coordinator throughout the internship.
Reporting	Complete an evaluative feedback survey at the end of the internship period for future MAI Programme improvements.	Evaluative survey is completed at the end of the internship.

Qualifications, skills and experience

- Excellent written and verbal communication skills (Te Reo Māori fluency preferred but not required).
- Strong communication skills (ability to work as part of a close-knit team).
- Intermediate computer literacy including the ability to navigate Google Drive, Microsoft Word, Microsoft Excel, Microsoft Outlook, project management/scheduling/CMS software/platforms. Adobe Creative Suite skills and/or Canva skills an advantage.
- Strong research skills and ability to find information.
- Organised with excellent attention to details.
- An interest or interest in the Rotorua/Bay of Plenty region an advantage.

Personal attributes and behavioural competencies

- Māori descent.
- Positive approach to challenges.
- Experience working with community groups and/or iwi.
- Able to work with a variety of different people and an awareness and commitment to diversity and equality.
- Flexible – enjoys a creative work environment.
- Strives for excellence and completes work on time.
- Respectful in communications to work mates and artists.
- Self-motivated and pro-active.
- Ability to prioritise and work under pressure, ability to deliver to deadlines.
- Enthusiastic about arts, community well-being and events.