



## POSITION DESCRIPTION

<b>Title:</b>	<b>Nelson Arts Festival Māori Arts Intern</b>
<b>Position:</b>	Nelson Arts Festival Māori Arts Intern
<b>Reporting to:</b>	Lydia Zanetti, Executive & Artistic Director; Rose McGrannachan, Head of Business & Operations
<b>Key Relationship/s:</b>	Executive & Artistic Director, Head of Business & Operations, Programme Coordinator, Head of Creative & Communications, Pukapuka Talks Programme Manager, Production & Technical Manager, Festival Team Members MAI Programme Manager, Coordinator and Mentor Toi Māori Aotearoa staff
<b>Location:</b>	106 Collingwood Street, Nelson 7010
<b>Purpose of role:</b>	To assist in the coordination of the Nelson Arts Festival 2024 with a focus on kaupapa Māori events.
<b>Outcome of the Role:</b>	To acquire skills and experience in the development and producing of not only events within a big-scale arts festival but also the festival itself.

### A. Key Responsibilities to NELSON ARTS FESTIVAL:

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
<b>Programme Coordination</b>	Assist with the coordination of the 2024 Nelson Arts Festival, including the festival launch.	Events are run smoothly and professionally.
<b>Artist Liaison</b>	Assist with artist liaison, including: <ul style="list-style-type: none"><li>• Communicate information to artists on request.</li><li>• Coordinate assembly of artist welcome packs.</li><li>• Assist with artist logistics including travel and accommodation booking for specific projects.</li></ul>	All information has been communicated in a timely, accurate and professional manner.
<b>Finance &amp; Admin</b>	Assist with finance & admin, including keeping project information up to date using AirTable, and some budgeting and contracting assistance.	Assigned tasks are carried out effectively, accurately, and on schedule.

<b>Festival Team Support</b>	<p>Attend regular planning and production meetings as required by Festival Management.</p> <p>Maintain good working relationships with Festival partners, crew, and venues.</p> <p>Provide support to the team as required.</p>	<p>Planning and production meetings are attended with active participation as necessary.</p> <p>Working relationships are professionally and respectfully maintained.</p> <p>Ready to take on duties, and support is provided to the team when required.</p>
<b>Health, Safety and Wellbeing</b>	<p>Comply with the Health &amp; Safety at Work Act 2015 and Nelson Festival Trust's Health &amp; Safety policies.</p> <p>Adhere to all directions and instructions from supervising officers regarding health and safety and COVID-19 compliance procedures.</p>	<p>Health, safety, wellbeing and NZ COVID policies and procedures are complied with and observed at all times.</p>

**B. Key Responsibilities to TOI MĀORI AOTEAROA:**

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
<b>Professional Skill Development Plan and Monitoring</b>	<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 Programme Coordinator at the beginning, mid-internship, and end of the internship.</p>

<b>MAI Programme Promotion</b>	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.
<b>Reporting</b>	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.
- Intermediate computer literacy in Microsoft Word, Microsoft Excel, Microsoft Outlook.
- Organised with excellent attention to details.
- Driver's license preferred but not required.

**Personal attributes and behavioural competencies**

- Māori descent.
- Passion for arts and culture.
- Enjoys learning new things.
- Flexibility and a proactive approach.
- Empathetic, honest, respectful, and punctual.
- Positive approach to challenges.
- Ability to prioritise and work under pressure; ability to deliver to deadlines.