



POSITION DESCRIPTION

Title: Taurima BATS Theatre – Māori Arts Intern

Position: BATS Māori Art Intern

Reporting to: Creative Producer with support from Tech and Facilities Manager
Mentored by: Marketing Manager with assistance from Chief Executive

Key Relationship/s: BATS Management Team
 Digital Delivery Unit
 Technical Team
 Partnership Manager
 BATS Board
 Guest Artists
 BATS Community
 Toi Māori officers and staff

Location: BATS Theatre, Wellington

Purpose of role: Responsible for a range of high-quality support for the delivery of BATS' adaptation project and seasonal programming. Specifically line producing BATS Co-Pro *Mokomoko* and two artist residencies. Also contributing to BATS intercultural policy implementation and strategic development.

Outcome of the Role: The BATS Māori Art Intern 2022 develops hard skills in producing seasons of live art, artist residencies and digital delivery. They will develop a hands-on understanding of the management and development of a leading development theatre through both a macro and micro lens. Specific skill sets will be developed through working across targeted programme delivery in Māori led projects as well as marketing, strategic development, budgeting and fundraising initiatives.

A. Key Responsibilities to BATS THEATRE:

| KEY RESULT AREA | CRITICAL TASKS | KEY PERFORMANCE INDICATORS |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Strategic Management Support | Provide administrative support to the CE in his planning around strategic conversations and whakawhānaungatanga. | Actionable insights are developed that enable more informed decisions, strengthens engagement and drives future growth. |
| | Foster greater visibility and accessibility for Māori. | Initiatives are developed that encourage greater participation and accessibility for Māori – especially youth. |
| | Supports the CE and relevant staff in BATS adaptation within a Covid environment. | Administrative and research tasks inform project development. |

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| Programme Delivery Support | Assists in the delivery of the 2022 programme with an emphasis on Maori led projects. This includes line management of BATS Co-Pro <i>Mokomoko</i> , and residency <i>Rāpeti</i> . | Current programming activity is well maintained while innovation continues through appropriate administrative and research tasks. |
| | Support programme development in collating post show analytics and data reports. | Analytics assist planning and reporting processes |
| | Fostering strong partnership and kotahitanga with artists and companies and co-ops. | BATS demonstrates deepening relationships with partners. |
| Events | Coordinate and manage community events and stakeholder hui. | BATS events explore manaakitanga and are run smoothly and professionally. |
| | Assist the planning and delivery of capability building events and digital delivery workshops. | BATS develops and strengthens its capability training. |
| Facilities | Support the Technical and Facilities manager in space coordination. | BATS continues to be a hub for creativity with smoothly managed usage. |
| Digital Delivery | Assist management of Technical team and filming schedules. | High quality digital delivery is available for the BATS website in a timely manner. |
| Marketing and Communication | Update and manage BATS databases. | Records and information on the databases are updated in a timely manner and maintained accurately. |
| | Ensuring regular audience/practitioner survey data is gathered and analysed to support audience development. | Audience/practitioner information is available to support forward planning. |
| | Assist the BATS team in the writing of funding applications to CNZ, WCC and other funding/grant bodies. | Applications are made in a timely and to a high standard. |
| Governance and Kotahitanga | Assist the Board subcommittee in roll-out of BATS intercultural policy | Feedback from stakeholders confirms BATS actions build better inclusivity and unity. |
| Administration Support and Teamwork | Maintain a tidy and efficient office/theatre environment. | Desk/workstation area is kept fresh, tidy and clean. Contributes well to the tidy upkeep of shared spaces eg kitchen. |
| | Present a helpful and friendly face to the public. | Ensure opening nights & public events hum with excitement. |

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| | | Feedback from stakeholders maintains BATS high standards. |
| | Help and support fundraising events for BATS. | Support and assistance provided during fundraising events contribute to success. |
| | Adhere to all reasonable and lawful instructions of the supervising officers. | Readiness to take on instructions from supervising officers. |
| | Participate positively in the BATS culture and strategic development processes. | Demonstrate a positive and proactive approach to team development and strategic discussion. |
| Health, Safety & Wellbeing | <p>Comply with the Health & Safety at Work Act 2015 and BATS Health and Safety policies and procedures.</p> <p>Comply with all directions and instructions from supervising officers regarding health and safety and COVID 19 compliance procedures.</p> <p>Take all reasonable steps to ensure that in the performance of the duties, any actions taken or omission do not undermine or affect own health and safety or of any other person.</p> <p>Contribute to the collective strengthening of tikanga frames that support wellbeing in all that engage with BATS.</p> | <p>Health, safety and wellbeing policies including COVID 19 procedures complied and observed at all times.</p> <p>BATS whanau and staff appreciate and benefit from the four dimensions of hauroa.</p> |

B. Key Responsibilities to Toi Māori Aotearoa:

| KEY RESULT AREA | CRITICAL TASKS | KEY PERFORMANCE INDICATORS |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Professional Skill Development Plan and Monitoring | Provide one (1) hour (max) phone call per week with MAI Programme Mentor | Timely responses to calls/inquiries by Programme Mentor in regard to the progress of the Internship. |
| | Provide weekly timesheet and regular journal to update on personal progress of the internship, records of key learnings and key challenges per week. | Weekly timesheet and journal submitted to the Programme Mentor, Programme Manager, Toi Māori Payroll officer and Programme Coordinator every Friday during the internship. |
| | Update the self-assessment form at regular intervals throughout the internship. | Self-assessment form provided to the Programme Mentor and Programme Manager at the beginning, mid-internship and end of internship. |
| | Complete an evaluative survey at the end of the internship (including feedback for the future) | Evaluative survey completed at end of internship. |

Person Specification

Core Capabilities

The ability to:

- An exceptional ability to deal with diverse groups of people
- Ability to think on your feet and build productive relationships in work
- Confidence to answer phones, engage with public and be a positive face for BATS
- Appetite for personal and professional growth
- An ability to prepare/organise documentation, learn new skills and administer record keeping systems
- Clear minute taking, synthesising ideas generated from hui and writing skills desirable