



POSITION DESCRIPTION

Title:	Taurima Māoriland Trust – Māori Arts Intern
Position:	Māoriland Trust Māori Art Intern Producer
Reporting to:	Kaiwhakahau Hōtaka
Key Relationship/s:	Kaiwhakahau Hōtaka - Rangatahi; Ahurei; Kawenga Kōrero, Māoriland Programme Manager – Rangatahi Festival Māoriland Trust officers & staff Toi Māori officers and staff
Location:	Māoriland, Otaki
Purpose of role:	MFF2022 Festival and Māoriland Hub Arts Intern producer

Outcome of the Role: The Māoriland Trust intern will be able to gain experience in all facets of multi-arts event delivery in the Māori-led tikanga based Māoriland Charitable Trust including the MFF2022.

A. Key Responsibilities to MĀORILAND TRUST:

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
Māoriland Hub	Assist with the presentation of music and performance events under Māoriland Presents.	Assistance provided as required and tasks completed on timely manner. Māoriland Presents music and performance events are run smoothly and professionally.
	Prepare schedules and coordinate Māoriland Presents logistics including but not limited to travel and accommodation bookings, equipment arrangements in consultation with the technical team.	Logistics schedules are available. All travel and accommodation bookings are accurate and up to date. Bookings and arrangements completed within production timeline.
	Assist with the marketing and ticketing.	Assistance provided as required.
	Assist with the development, pre-production and production of the Māoriland short film, series and feature film slate where required as a production manager/trainee producer for Māoriland Productions.	Assistance provided as required and assigned tasks completed within production timeline.
	Coordinate event information and programme activity schedule to artists.	Artist liaison task completed within event delivery timeline. Timely responses to inquiries in regard to the Māoriland Presents events.
	Assist with Toi Matarau Artists Gallery exhibition including event logistics, online sales and liaison with artists under guidance of Toi Matarau Kaitiaki.	Assistance provided as required for the exhibitions and effective communication with artists through appropriate communication channels.

	Tikanga Māori – learn karakia and waiata to support events at the Maoriland hub.	Proactive participation is demonstrated in the Māoriland Hub activities and functions as required.
Māoriland Film Festival 2022	Provide administrative assistance to both Festival Director and Festival Programme Manager in the implementation of the Māori Film Festival.	Successfully complete tasks as identified and required.
	Set up ticketing, film programming, production of booklets, guest services, artists programme and technical team liaison.	Assigned tasks are completed in an effective, accurate and timely manner and within delivery timeline.
	Film Festival reporting.	Personal festival report outlining observations of the MFF2022 completed and submitted within set timeframe.
Administration and Communication	Provide administrative support and work as part of a fast-moving team.	Proactive participation and teamwork demonstrated.
	Work with google docs, Monday, Slack and other Māoriland team tools.	Good organisation skills demonstrated. Ability to work with Māoriland team and use office tools.
	Assist with general communications as articulated and when required.	Communication with colleagues, artists and management staff is effective, accurate and timely.
	Assist with other duties as required.	Ready to take on duties and support is provided when required.
Health, Safety and Wellbeing	Comply with the Health & Safety at Work Act 2015 and Māoriland Trust Health and Safety policies and procedures.	Health, safety and wellbeing policies complied and observed at all times.
	Comply with all directions and instructions from supervising officers regarding health and safety and COVID 19 compliance procedures.	Clear understanding of artists attendance capacity and NZ COVID compliance measures are observed and adhered to at all times
	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.	

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 and Programme Manager, Toi Māori Payroll officer 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.
Reporting	Complete an evaluative survey at the end of the internship (including feedback for the future)	Evaluative survey completed at end of internship.

Qualifications, skills and experience

- Good communication and administration skills.
- Knowledge of Māori arts,
- Ability to converse in te Reo Māori desirable
- Technology and computer competence
- Graphic design or other creative skills

Personal attributes and behavioural competencies

- Team player; ability to work with others and to take directions from other staff
- Good administrative skills.
- A positive “can do” attitude.
- Honesty and integrity
- Passion for arts