



POSITION DESCRIPTION

Title:	Taurima New Zealand Film Festival Trust – Māori Arts Intern
Position:	New Zealand Film Festival Trust Intern
Reporting to:	Sally Woodfield, Matt Bloomfield
Key Relationship/s:	Sally Woodfield, General Manager; Matt Bloomfield; Luke Eisemann, Safia van der Zwan, Amanda Jane Robinson MAI Programme Manager, Coordinator and Mentor Toi Māori Aotearoa staff
Location:	Level 2, Embassy Theatre, 2 Majoribanks, Mt Victoria, Wellington 6022
Purpose of role:	<p>The intern's role would be to support the planning of NZIFF 2024 working across the production and promotion teams. The activity is varied and can be tailored to suit the individual's skills and interests but could include researching and identifying key niche groups for audience development, including reaching Maori/indigenous communities, writing copy for the programme catalogue and website, working with our programming and film content delivery team on scheduling and logistics.</p> <p>The timing of the internship is ideal as it spans a very critical period when all the planning is undertaken for the delivery of NZIFF 2024. This includes programming, scheduling, working with venues, promotion planning, programme catalogue production and tickets going on sale.</p> <p>The festival opens in late July and 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 NZIFF 2024.</p>
Outcome of the Role:	A successful outcome would be a positive experience for both the intern and the organisation. The intern feels fully engaged across the organisation, playing a part in the planning of NZIFF 2024 and experiences a range of opportunities enabling them to identify future career pathways and would consider working for NZFFFT for NZIFF 2024 and in the future. From an organisation perspective, NZFFFT team feels the intern has provided support during the planning stages of NZIFF 2024 and there have been positive contributions. Additionally, the intern has provided their knowledge and experience particularly in the area of Kaupapa Māori.

A. Key Responsibilities to NZ FILM FESTIVAL TRUST:

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
Support NZIFF 2024 Promotional activity	<p>Identify opportunities for engagement with Māori communities around Indigenous films.</p> <p>Research and write credits and information for NZIFF 2024 programme catalogues and website.</p>	<p>Māori communities are appropriately engaged with regarding NZIFF 2024 films.</p> <p>Credits and information are provided in a timely manner to assist with the smooth process for the NZIFF 2024 programme catalogue and website.</p>

	Assist with proofing material for NZIFF 2024 programme catalogues.	Information is checked and updated for the NZIFF 2024 programme catalogues.
Support NZIFF 2024 Programming and Production teams	Assist with checking NZIFF 2024 schedules. Work with Auckland and Wellington Events and Logistics Manager to plan logistics for events during NZIFF 2024.	NZIFF 2024 programme schedules are checked and correct across all communication channels (programme catalogue, website, Airtable and with venues). Planning for events is done in a timely manner and everyone is informed about what is expected.
Health, Safety and Wellbeing	Comply with the Health & Safety at Work Act 2015 and NZFFT's Health & Safety policies and procedures. Comply with all directions and instructions from supervising officers regarding health and safety and COVID-19 compliance procedures. 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 that of any other person.	Health, safety, and wellbeing policies complied and observed at all times. Clear understanding of artists attendance capacity and NZ COVID compliance measures are observed and adhered to at all times. Health and safety common sense is followed, and themselves and others are kept safe.

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 the MAI Programme Mentor.	Timely responses to calls/inquiries by the MAI Programme Mentor regarding the progress of the internship.
	Provide a weekly timesheet and journal to update on weekly personal progress, key learnings, and key challenges during the internship.	Weekly timesheets and journals are submitted to the Programme Manager, Toi Māori Payroll officer, and Programme Coordinator every Friday during the internship.

	Update the Self-assessment and Evaluation forms at regular intervals throughout the internship.	Self-assessment and Evaluation forms are provided to the Programme Manager and 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 was completed at the end of the internship.

Qualifications, skills and experience

- Excellent written and verbal communication skills
- Strong interpersonal communication skills (ability to work as part of a small close-knit team)
- Intermediate computer literacy including Microsoft Word, Microsoft Excel, Microsoft Outlook, project management/scheduling/CMS software/platforms. Adobe Creative Suite skills an advantage.
- Strong research skills and ability to find information
- Organised with excellent attention to detail
- An interest in film an advantage

Personal attributes and behavioural competencies

- Māori descent
- Positive personality
- Able to work with a variety of different people and an awareness and commitment to diversity and equality
- Flexible and enjoys a creative work environment
- Strives for excellence
- Self-motivated and pro-active while still being able to work effectively within a team
- Ability to prioritise and work under pressure, ability to deliver to deadlines
- Team spirit, enthusiastic and proactive