



POSITION DESCRIPTION

Title: Taurima New Zealand String Quartet Trust Māori Arts Intern

Position: New Zealand String Quartet Trust Intern

Reporting to: Aislinn Ryan, General Manager | Kaiwhakahaere Matua

Key Relationship/s: Aislinn Ryan; Charlie Macfarlane - Development & Operations Officer | Kaiwhakahaere Mahi; Tyler Clarke - Marketing & Administration Co-ordinator | Kaiwhakahaere Kaihokohoko; Buddy Mikaere – Kaitiaki; Horomona Horo – Mātanga Ngā Toi Māori; Lynda Carroll, Trustee
MAI Programme Manager, Coordinator and Mentor
Toi Māori Aotearoa staff

Location: Level 2, 90 The Terrace, Wellington 6011

Purpose of role: Supporting the NZSQ Trust with the successful delivery of a range of programmes, through completing administrative and operational tasks, assisting with event logistics and contributing to marketing and design campaigns.

Outcome of the Role: The successful candidate will be mentored by a diverse and passionate team with extensive experience across multiple arts and culture disciplines including music, theatre, film and events and festivals. The organisation oversees a variety of activities throughout the year, offering plenty of opportunities to practice and refine skillsets in multiple areas and cultivate new connections and industry networks.

A. Key Responsibilities to NZSQ:

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
Programme development support for NZSQ concerts, education programmes and community engagement projects	<p>Participate in planning meetings with NZSQ Trust and other stakeholders/collaborators.</p> <p>Capture and document key ideas and information for future reference.</p> <p>Contribute to and update project documentation, including timelines, budgets, health & safety plans, reports, etc.</p> <p>Provide insight and perspectives from new/diverse audiences (if applicable)</p>	<p>Intern has actively participated in planning meetings as required and key information has been documented.</p> <p>Project documentation is accurately updated when required and updates are effectively communicated to the team.</p> <p>Potential new/diverse audiences have been identified and reported (if applicable).</p>
Promotions and marketing	<p>Draft copy for print material and digital platforms (e.g. event posters, social media posts).</p> <p>Create and manage marketing assets (images, copy, etc.)</p>	<p>Support for drafting copy and managing marketing assets has been provided.</p>

	<p>Apply branding guidelines to promotional material (logos, QR codes, etc.)</p>	<p>NZSQ branding guidelines for promotional material have been followed.</p>
	<p>Communicate with suppliers to gather quotes and arrange printing of promotional material.</p> <p>Liaise with venues and businesses to display printed materials.</p>	<p>Promotional material arrangements have been effectively coordinated.</p> <p>Support is provided to venues and businesses as necessary.</p>
<p>Event support and engagement</p>	<p>Liaise with artists, venues, suppliers, partners, etc. as necessary.</p> <p>Assist with bump-in and bump-out requirements as needed.</p> <p>Provide FOH support (ticketing and greeting guests).</p> <p>Ensure and promote safe working practices.</p>	<p>Intern has effectively engaged with key contacts when required.</p> <p>Assistance is provided at events and safe working practices are followed.</p>
<p>Health, Safety and Wellbeing</p>	<p>Comply with the Health & Safety at Work Act 2015 and NZSQ's Health & 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 that of any other person.</p>	<p>Health, safety, and wellbeing policies complied and observed at all times.</p> <p>Health and safety common sense is followed, and themselves and others are kept safe.</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 Programme Coordinator at the beginning, mid-internship, and end of the internship.</p>
<p>MAI Programme Promotion</p>	<p>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.</p>	<p>Promotion support is provided within given timeframes set by the Programme Manager and Programme Coordinator throughout the internship.</p>
<p>Reporting</p>	<p>Complete an evaluative feedback survey at the end of the internship period for future MAI Programme improvements.</p>	<p>Evaluative survey was completed at the end of the internship.</p>

Qualifications, skills and experience

The ideal candidate will have the following skills or be willing to develop:

- Highly organised with good attention to detail
- Basic office administration: file creation and management, Microsoft Office 365 (including, Outlook, Word, Excel, etc.), experience with CRM databases and project management tools is desirable
- Experience in customer service and/or stakeholder engagement

Personal attributes and behavioural competencies

- Māori descent
- Basic understanding of Te Reo Māori me ona Tikanga
- An interest in arts and event management and/or performing arts and music (specifically chamber and classical)
- A willingness to learn, share ideas, and work as part of a tight-knit team
- Ability to prioritise and work under pressure, ability to deliver to deadlines
- Excellent communication skills (written and spoken) in English
- Excellent people and networking skills
- Team spirit, enthusiastic and proactive