



## POSITION DESCRIPTION

<b>Title:</b>	<b>Taurima New Zealand Comedy Trust - Māori Arts Intern</b>
<b>Position:</b>	New Zealand Comedy Trust Intern
<b>Reporting to:</b>	Tim Blake, Marketing & Partnerships Manager
<b>Key Relationship/s:</b>	Kaiārahi – Borni Te Rongopai Tukiwaho General Manager – Lauren Whitney Operations Manager – Lisa Parkes Creative Producer – Lara Fischel-Chisholm Toi Māori staff
<b>Location:</b>	New Zealand Comedy Trust – Level 1, 321 Queen St, Auckland CBD
<b>Purpose of role:</b>	<p>The Toi Māori Intern will be able to work across the Trust team on the delivery of the 2023 NZ International Comedy Festival, getting the opportunity to gain wide experience and a 360 view of how a Festival of scale is delivered. The annual NZICF provides a heavily supported platform for emerging to established comedians to perform hour-long works and showcases their voices to audiences in Tāmaki Makaurau and Te Whanganui-a-Tara.</p> <p>The role will provide producing experience to support this wide range of performers, alongside supporting the Creative Producer to deliver Trust-produced comedy showcases. For example, The Comedy Mixtape in Manukau, a showcase celebrating BIPOC voices in Comedy and the Comedy Galas.</p> <p>The role will work alongside Marketing &amp; Partnerships Manager, Tim Blake, and gain an understanding of how content creation, marketing and partnerships are a critical part of helping artists develop their audiences. Tim is one of the most experienced and respected arts marketers in Aotearoa and has experience supporting a Toi Māori Intern within his former role at Basement Theatre.</p>
<b>Outcome of the Role:</b>	<p>At the end of the internship the Toi Māori Intern should be confident in understanding: - 360-degree view of how a Festival is run across two cities, with producing knowledge across the whole process - from building shows, ticketing, venue set up and running, marketing and publicity, and how to provide duty of care for artists.</p> <ul style="list-style-type: none"><li>- They will directly assist in producing The Comedy Mixtape in the Festival in 2023.</li><li>- They will lead the delivery of a Māori Mentorship Programme, with support from Kaiārahi Borni and General Manager Lauren Whitney.</li></ul> <p>Whilst gaining experience working across the whole team, they will build knowledge and skills and may identify which areas they are more interested in pursuing, or be able to understand all the skills needed to be an effective producer.</p> <p>Our ideal outcome would be that we can employ this intern in an ongoing capacity with the Trust to work with us on delivering additional artists' development initiatives and shows across the year and for planning and ongoing delivery of the 2024 NZICF.</p>

**A. Key Responsibilities to NEW ZEALAND COMEDY TRUST:**

<b>KEY RESULT AREA</b>	<b>CRITICAL TASKS</b>	<b>KEY PERFORMANCE INDICATORS</b>
<b>Marketing and Communications</b>	<p>Assist the Marketing &amp; Partnerships Manager to deliver marketing and promotional activity and support for artists for the 2023 NZICF</p> <p>Update Festival website and social media channels with accurate, engaging, and timely content.</p> <p>Assist the team to build appropriate use of Te Reo Māori within our audience communications.</p> <p>Assist on accurately coordinating marketing assets required to stakeholders within timelines set.</p>	<p>Marketing &amp; Partnerships Manager is kept informed, documents and communications are kept up to date and information is correct.</p> <p>Festival website and social media channels are effectively updated.</p> <p>Accurate support is provided.</p> <p>Artists feedback positively around the marketing/promotional support their received for their Festival shows.</p>
<b>Producing support</b>	<p>Assist the Creative Producer with entry level producing tasks to support the delivery of the NZ Comedy Trust's showcases in the Festival. With a focus on BIPOC line up showcase The Comedy Mixtape, and Comedy Galas.</p>	<p>Support provided in a timely manner.</p> <p>Creative Producer is kept informed, documents and communications are kept up to date and information is correct.</p> <p>Artists in the shows report having clear information and feeling supported.</p>
<b>Māori Mentoring support</b>	<p>Assist the General Manager and Kaiārahi as the coordinator of the mentoring programme focussing on Māori artists in the Festival.</p>	<p>Programme runs smoothly and duties are managed to deadline.</p>
	<p>Support Māori artists and their mentors through the programme.</p>	<p>Participants feel supported throughout the programme and have a positive learning and community building experience.</p>
<b>Mentoring Programme Evaluation</b>	<p>Engage participants in the programme to give assessments, analyses what worked and what didn't, and makes suggestions for future programmes.</p>	<p>Provides a summary of the key learnings of the programme implementation.</p>
<b>Administration support and teamwork</b>	<p>Provide general administrative support the team to deliver the 2023 NZICF</p>	<p>Weekly administrative duties are met.</p>

	Present a helpful and friendly face to artists, stakeholders and audiences	Positive feedback from artists, stakeholders, and audiences of their experience with the Trust office and Festival.
	Assist with other duties as required including but not limited to basic office duties, including database management	Ready to take on duties and support is provided when required.
	Participate positively in the NZCT culture and strategic development processes.	Demonstrate a positive and proactive approach to team development and strategic discussion. Feels comfortable (with support from Kaiārahi) contributing tikanga to Trust processes.
<b>Health, Safety and Wellbeing</b>	<p>Comply with the Health &amp; Safety at Work Act 2015, and NZ Comedy Trusts' Health &amp; 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>Contribute to the collective strengthening of tikanga frames that support wellbeing in all that engage with the NZCT.</p>	<p>Health, safety, and wellbeing policies complied and observed at all times.</p> <p>Clear understanding of artists attendance capacity and NZ COVID compliance measures are observed and adhered to at all times.</p> <p>Health and safety common sense is followed, and themselves and others are kept safe.</p> <p>NZCT whanau and staff appreciate and benefit from the four dimensions of hauora.</p>

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

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
<p><b>Professional Skill Development Plan and Monitoring</b></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 forms at regular intervals throughout the internship.</p>	<p>Self-assessment forms are provided to the Programme Manager and Programme Coordinator at the beginning, mid-internship, and end of the internship.</p>
<p><b>MAI Programme Promotion</b></p>	<p>Support Toi Māori in promoting the MAI Programme by providing an intern profile, images, 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><b>Reporting</b></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

- Good computer skills using standard Microsoft Office software (Excel, Word, Powerpoint, Publisher)
- Experience of working with databases and social media desirable
- Event or Arts administration education or experience
- First aid certification is desirable

## Personal attributes and behavioural competencies

- Māori descent
- Basic understanding of Te Reo Māori me ona Tikanga
- Ability to prioritise and work under pressure, ability to deliver to deadlines
- Accurate and attention to detail, multi-tasker
- Excellent communication skills (written and spoken) in English
- Excellent people and networking skills
- Sound understanding of customer service
- Team spirit, enthusiastic, proactive, and fast learner
- **Relationships:** Demonstrates empathy, builds rapport, sets limits. Actively networks i.e. develops relationships within the broader organisation.
- **Teamwork:** Works as a participative team member. Actively shares views and ideas and encourages all colleagues and peers to do the same.
- **Time Management:** Meeting deadlines and achieving performance criteria.
- **Communication:** Actively listens and gives feedback. Demonstrates understanding and expresses ideas effectively. Demonstrates the ability to share information and feelings so they are understood.
- **Concern for Quality:** A concern for and personal commitment to, accuracy, quality and continuous improvement.
- **Artist Focus:** Makes artists a priority in decision-making. Individualises responses to customers. Focuses on processes, not tasks.
- **Initiative:** Makes an active attempt to influence events and to secure organisational supplies, resources or information, to achieve goals.