

## POSITION DESCRIPTION

Position: Project and Events Coordinator

Reporting to: General Manager

Key Relationship/s: Operations Manager/ Business Services & Development Manager /Artform Committees/Project Team/Creative Team

Purpose of role: Responsible for a range of high quality delivery of Toi Maori events and activities towards achieving Toi Maori Aotearoa's objectives and values.

### 1. EVENTS COORDINATION & IMPLEMENTATION

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
<b>1.a.</b>  <b>Theatre Hui/ Writers Hui/ Kaitito Maori Hui/ Artists Forum</b>	Plan, liaise and organise events and projects with artform/organising committee and provide runsheets and timelines to Toi Maori teams.	Event delivered within timeline. Event plan, progress and updates properly communicated to Toi Maori Managers.
	Seek and secure additional funding for art form team and projects if required	Able to generate additional funding to support delivery of Toi Maori activities and events.
	Prepare reports to funders at end of the activity/event.	Report submitted on time to funders.
	Budgets and schedule for events and projects available prior to event date.	Budget is agreed and signed off by General Manager  Event or project provides a surplus or breakeven
	Negotiate cost-effective arrangements and contracts for timely supply of goods and services	Delivery date and finalisation of project has been achieved to a high standard and within budget or with a surplus.
	Arrange public admittance to events – e.g. Ticketing & registration process	Public admittance in place and implemented within Toi Maori standard. Attendance at event meets expectations

<b>1.b. Administration &amp; Support</b>	If required, take minutes of meeting and seek approval.	Minutes to meetings approved a week after meeting.
	Seek approval of the contractual arrangement from General Manager.  Coordinate with artists the contractual arrangement and arrange travel, accommodation, fees and per diem when required.	All contracts properly approved by the General Manager.  Artists are well informed of the contractual arrangement and properly coordinated to the Business Services team for appropriate payment of fees and other cost related to the project/events.
<b>1.c. Communications &amp; Promotions</b>	Formulate communications and media strategy relating to the event and Toi Maori activities.	Communications and public release statements to be signed off by General Manager
	Communications and promotional materials released to the public using Toi Maori digital platform/ tools and print to get the various messages across to the public.	Promotional materials relating to Toi Maori events and activities shows public attention by providing digital insights from Toi Maori social media platform.
	Manage & maintain Toi Maori's communication databases	Contacts and database available for future reference.
	Ensure copyright laws are adhered to and proper permissions are attained	No court or legal action pending for Toi Maori or the art form teams
	Collaboration and research information	Maintain a log of collaboration and research information completed for Toi Maori & the art form.
	Research and feedback monitoring	Maintain a log of collaboration, research information including surveys completed for Toi Maori & the art forms for reporting to CNZ and other funders.
	Manage and maintain Toi Maori social media & website devices relating to project event.	Social media and internet platform up to date at all times.

## 2. EVENTS & PROGRAMME IMPLEMENTATION & COORDINATION

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
<b>2.a. Residency Programme</b>	Prepare media release for the programme to attract potential residency applicants.	Media release for the programme available to public using Toi Maori digital platform and online job site.
	Collation of applications from potential residency applicants.	Ensure that all applications have been acknowledged and filed and made available for the RAG for selection of successful hosts and interns.
	Coordinate with Residency Advisory Group (RAG)  Set up meetings for RAG to deliberate on selection of resident.	All necessary information is sent out in a timely manner before meetings.  RAG meetings align with Residency Programme.
	Coordinate with shortlisted residency applicants to arrange interviews.	All interviews take place within the timeline.
	Coordinate with successful residents to ensure that all necessary information is provided and received,	Residents are clear with the processes during the tenure.
	Arrange travel, necessary documentation, stipend and any other important details needed for travel to the location of residency.	Residents travel is arranged and within budget, stipend is paid within the timeframe set within CNZ Residency Contract. All documentation is completed and available.
<b>2.b. Reporting</b>	At the conclusion of the Residency, prepare a final report for review and sign off by the General Manager.	Deliver a report based on the timeline and current contract with CNZ for the Residency.

### 3. CUSTOMER RELATIONSHIP MANAGEMENT

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
<b>3.a. Business Relationships- TE MAORI TRUST</b>	Coordinate with Te Māori Manaaki Taonga Trust Board to provide them with admin services as required.	Ensure delivery of secretarial and admin services as required per contract with Te Maori Trust.
	With the Chair, set up meetings of the Trust, coordinate an agenda, papers and any other requirements for Trustee meetings	Papers for the meeting are provided in a timely fashion to the Trustees and other interested parties.
	Record minutes for the meeting, and distribute draft minutes and any other relevant material to the Trustees and other interested parties (based on the advice of the Chair)	Accurate minutes of the meeting are taken including any resolutions and action points. Relevant information post-meeting are distributed in a timely manner.
<b>3.b. Administrative Services</b>	Prepare sitting fee invoices for each Trustees and distribute to the financial administrator (Te Tumu Paeroa) after the meeting	That the sitting fee invoices are processed in a timely fashion after the meeting for payment to the Trustees
	Draft a strategic plan with input from Trustees for the Trust	That the strategic plan is created to satisfactory standard
	Assist in providing information to Te Maori Trust external auditor.	That any requirements for the audit are provided and coordinated with the Board and External Auditor in a timely manner.
	Support and assist the creation of a grant policy for the Trust	Assist in the creation of a grants policy and coordinate with the Board and related parties the policy implementation in a timely and satisfactory manner.
<b>4. OTHER RELATIONSHIPS AND CONTRACTS</b>	NZ Post Projects (To be confirmed) <ul style="list-style-type: none"> <li>- Coordinate with artists</li> <li>- Source images</li> <li>- Coordinate with writers (English and Te Reo)</li> </ul>	Ensure delivery of services as per NZ Post contract.
		Ensure that project is delivered within the timeline.

## 5. DIGITAL STRATEGY & BRAND DEVELOPMENT & IMPLEMENTATION

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
<b>5.a. Website and Social Media Platform Management</b>	Provide media release and promotional materials for Toi Maori events and activities for the website, social media platforms and Quarterly E-Newsletter release before end of March, June, Sep, Dec.	Maintain website and social media platform content up to date and relevant
		Toi Maori activities promoted using the Quarterly E-Newsletter.
<b>5.b.Toi Maori Enquiries</b>	Respond to enquiries relating to Toi Maori activities and events.	Enquiries properly communicated to Toi Maori teams.
<b>5.c.Toi Maori Branding</b>	Contribute to advocate Toi Maori brands across all event and activities.	Brand consistent in all event and activities.

## 6. TEAM WORK AND ORGANISATION

KEY RESULT AREA	CRITICAL TASKS	KEY PERFORMANCE INDICATORS
<b>6.a. Personal workload</b>	Set out an annual plan that include weekly & quarterly timetable of tasks to be completed	Complete for supervising Managers a weekly and monthly planner every Monday of the preceding period
<b>6.b.Teamwork</b>	Participate as a member of the office team	Active participation on weekly staff meetings
		Office cleanliness and order
		Desk/workstation area kept fresh, tidy and clean