TE AHUREI TOI O TĀMAKI | AUCKLAND ARTS FESTIVAL

POSITION DESCRIPTION

POSITION: Artist Liaison Assistant/ Kaiāwhina Takawaenga Ringatoi

REPORTING TO: Artist & Logistics Manager/ Kaiwhakahaere Ringatoi, Taipitopito

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Te Ahurei Toi o Tāmaki Auckland Arts Festival (AAF) is Auckland's premier festival of New Zealand and international arts. Presented annually, the globally recognised event celebrates people and culture, and showcases the cultural diversity and vibrant energy of New Zealand's largest city. For 18 days each March, AAF presents a dazzling array of events by some of the country and world's most innovative artists and performers.

DESCRIPTION

Assist the Artist & Logistics Manager Kaiwhakahaere Ringatoi, Taipitopito with artist liaison, coordination and smooth running of artist logistics for Te Ahurei Toi o Tāmaki Auckland Arts Festival 2025 taking place 6 - 23 March 2025.

TERM

The position is full time and fixed term starting 7 January 2025 to 4 April 2025.

Normal hours of work will be 40 hours per week, between the hours of 8am and 6pm, Monday to Friday. Extra hours will be required during high peak periods of activity, which may include Saturdays, Sundays and evenings.

REQUIRED SKILLS & EXPERIENCE

- Good written and verbal communication and interpersonal skills
- Good time management and organisational skills
- Computer skills (Word, Excel, Outlook)
- Keen learner, positive outlook, professional and discrete
- Studies or experience working in festivals, events, arts, cultural or related industries is an advantage.
- Knowledge of Te Reo Māori, tikanga and manaakitanga is an advantage
- A full driver's license and good driving record is an advantage

Key Relationships

- Artist & Logistics Manager
- Artistic Director
- Chief Executive

- Head of Programming
- Kaihautū Māori
- Programming Team
- Other Festival staff
- Suppliers, travel and accommodation providers

External

- Festival artists, companies, partners, suppliers and venues

JOB DESCRIPTION:

Responsibilities

To work with the Artist & Logistics Manager and the Programming Team on:

- Travel and accommodation requirements for all visiting artists and crew.

- Accurately entering all company information into the Festival Scheduling System DATAFEST or similar database.

- Producing and circulating itineraries and schedules as required.

- Assisting in the coordination of all ground transport, including airport transfers for arrivals and departures for all visiting artists and crew.

- The collection and drop off of touring company personnel or Festival guests (where required).

- The compilation of per diem schedules and delivery.

- The compilation and printing of all Artist passes.

- Sourcing discounts and offers for artists from local cafes, restaurants & businesses to include in the Artist Welcome Pack.

- Ensuring all Artist Welcome Packs are put together and available as required.

- Ensuring artists are orientated and welcomed to hotels on first arrival.

- Ensuring all backstage/dressing room riders and hospitality is provided.

- Liaising with the Programming Team on travel to and from Artist Pōwhiri and Artist Functions if needed.

- Work with the Kaihautū Māori and Artist & Logistics Manager to coordinate all Artist Pōwhiri, including venue, catering and artist liaison, communication with AAF staff as required, and liaison with Mana Whenua representatives if required.

- Assisting with post-Festival reporting.

General

- Provide assistance as required to the Head of Programming and Artist & Logistics Manager.

- Support the Festival's commitment to te reo Māori and tikanga Māori, through participation in artist pōwhiri, mihi whakatau, waiata practices, te reo Māori lessons and other activities as applicable.

- Provide a written report at the end of the Festival.

- Other tasks necessary for the safe, successful and efficient administration of Artist Liaison requirements for the AAF2025 programme.

- Comply with the Festival's Health and Safety Policy.

APPLICATIONS

Applications should be emailed to hr@aaf.co.nz by 9am, Monday 4 November 2024.

Only applicants with the right to work in NZ may apply.