**POSITION DESCRIPTION**

**AUCKLAND FESTIVAL TRUST**

**Position: Artist & Logistics Manager**

**Reporting to: Senior Programme Manager**

**Description**

The Artist & Logistics Manager shall be responsible for artist logistics and operational requirements for the Auckland Arts Festival 2015 (which takes place 4-22 March) and the Auckland Festival Trust. It is expected this is largely an office-based role.

**Term**

The position is full time and fixed term, from 22 September 2014 to 2 April 2015.

**Hours**

Normal hours of work will be 40 hours per week, between 8am and 6pm, Monday to Friday. Extra hours will be required immediately prior to and during the Festival, including weekends.

**Required skills and experience**

* Excellent interpersonal, written and oral communication skills
* Full NZ Drivers Licence
* Process driven and very organized
* Demonstrated project and time management skills
* Ability to manage a varied workload with minimal supervision and to deadlines
* Computer literate (Word, Excel, Outlook)
* Experience managing staff
* Ability to maintain confidentiality
* An understanding of international travel
* An understanding of artists’ needs and requirements

**Key Relationships**

* Senior Programme Manager
* Chief Executive
* Artistic Director
* Festival staff
* Festival artists/companies
* Venues
* Accommodation providers, airlines and transport companies

**JOB DESCRIPTION**

**Artist Logistics**

1. Act as a communicator between the artists/companies and the Festival and venues, and accommodation, ground transport and travel service providers
2. Manage all travel, accommodation and land transport for NZ (out of town), international artists and visiting directors
3. Manage the artist visa process and liaise with government officials/immigration department, and manage supporting documentation
4. Liaise with Programming team members regarding artists/companies’ show needs and updates
5. Keep artists/companies updated with regular Festival news and information
6. Enter all itinerary, contact and schedule information in the Festival’s POSE software
7. Provide the Artistic Director, Chief Executive and Senior Programme Manager with artists’ schedules as required
8. Prepare and distribute artist/companies itineraries and schedules as required
9. Prepare POSE reports/schedules for senior management as required
10. Develop protocols for pick-up and drop-off of artists to hotels, especially for large group check-ins
11. Manage artist comps, riders and other contractual arrangements as required
12. Manage artist welcome packs and passes

**Staffing**

1. Manage Artist Liaison Team staff including Artist & Logistics Assistant (Dec-March), Artist Liaison Runner (Feb-March), Artist Liaison Drivers (March)
2. Coordinate and manage artist liaison team members and vehicles to ensure timely and safe collection and return of artists to airports, accommodation and venues and required

**Financial**

1. Liaise with the Senior Programme Manager and Programme Coordinator as required to ensure purchase orders are raised for accommodation and travel costs
2. Manage receipt of accommodation and travel invoices and check them against purchase orders, liaising with the Accounts team
3. Maintain an accurate account of relevant expenditure, budgeted and invoiced
4. Keep the Senior Programme Manager updated on the accommodation and travel budgets
5. Ensure accommodation and travel budgets are kept within limits as set by the Chief Executive
6. Keep an accurate record of any expenses that are to be charged back to artists/companies, or that they owe the Festival, liaising with the Accounts team
7. Ensure all expenditure is signed off and approved by the Senior Programme Manager

**General**

20. Attend meetings as required

21. Provide updates to the Senior Programme Manager, Artistic Director and Chief Executive regularly on all artist logistics

22. Provide a post-Festival report on artist logistics, including a summary of accommodation and travel providers, and recommendations for future Festivals

23. Other duties as required.

**APPLICATIONS**Applications should be emailed to [shona.roberts@aaf.co.nz](mailto:shona.roberts@aaf.co.nz) or mailed to the Auckland Festival Trust, PO Box 5419, Wellesley Street, Auckland 1141 by 20 August 2014.