



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 requirements for the Auckland Arts Festival 2016 (which takes place 2 - 20 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 November 2015 to 1 April 2016.

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. This will require close liaison with the Senior Programme Manager and Programme team.
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
13. Arrange venue and hospitality requirements for relevant artist hosting events, such as artist parties and powhiri, in liaison with the Programme team.

Staffing

14. Manage Artist Liaison Team staff including Artist & Logistics Assistant (Jan-March), Artist Liaison Runner (Feb-March), Artist Liaison Drivers (March)
15. 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

16. Liaise with the Senior Programme Manager and Programme Coordinator as required to ensure purchase orders are raised for accommodation and travel costs
17. Manage receipt of accommodation and travel invoices and check them against purchase orders, liaising with the Accounts team
18. Maintain an accurate account of relevant expenditure, budgeted and invoiced
19. Keep the Senior Programme Manager updated on the accommodation, travel and hospitality budgets
20. Ensure accommodation, travel and hospitality budgets are kept within limits as set by the Chief Executive
21. 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
22. 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 or mailed to the Auckland Festival Trust, PO Box 5419, Wellesley Street, Auckland 1141 by 25 October.