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**POSITION DESCRIPTION  
AUCKLAND FESTIVAL TRUST**

**Position:** Programme Administrator

**Reporting to:** Senior Programme Manager

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**Description**

The Programme Administrator shall be responsible for supporting the management of the Festival Programme for the Auckland Arts Festival 2016 and the Auckland Festival Trust.

**Term**

The position is full time and fixed term, from July 2015 to 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**

- Event management experience
- Proven administration skills
- Proven experience drafting contracts
- Computer skills (Word, Excel, Outlook)
- Knowledge of contemporary performing arts
- Knowledge of a specific art form such as music or theatre an advantage
- Excellent communication skills, written and verbal
- A driver's licence.

**Key Relationships**

- Senior Programme Manager
- Artistic Director
- Chief Executive
- Business & Finance Director
- Programme Managers
- Technical Manager
- Artist and Logistics Manager
- Marketing & Development Director
- Festival Staff
- Festival Venues

**JOB DESCRIPTION**

**Programming Tasks**

1. Assist the Senior Programme Manager and Artistic Director with preparing and circulating correspondence. This includes contracts, letters of offer and emails.
2. Research programme information and collect and collate information from Festival Artists and companies as required.



3. Maintain a comprehensive, accessible and efficient system for managing documents, technical riders, company information, freight, schedules and contracts.
4. Attend programme meetings, take minutes and note action points, and distribute to the appropriate staff.
5. Be the POSE (scheduling software programme) Administrator, and enter and maintain data in POSE, and liaise with other relevant Festival staff to maintain POSE.
6. Assist the Senior Programme Manager with maintaining a critical path document, and liaising with Programming Team to ensure this document is current.
7. Assist the Senior Programme Manager and Technical Manager with researching and providing relevant artist and company information to artist liaison staff, marketing and sponsorship staff, and administration staff as required. This includes:
  - Gathering information and assisting the processing and issuing of work permits and visas
  - Passport details
  - Travel and accommodation, and Ground Transport
  - Freight requirements
  - Compiling company information for the purposes of tax exemption and insurance
8. Coordinate information between programming and other festival departments including, but not limited to, marketing and sponsorship, administration and accounts as required.
9. Coordinate any aspects of the programming and operations department as required.
10. Provide logistical support to the Senior Programme Manager, including creating and maintaining schedules and setting up meetings where required.

## **Financial**

11. Source quotes, and generate and revise Purchase Orders on MYOB as required.
12. Work with the Senior Programme Manager to provide the Business & Finance Director with a full schedule of payments for all artists, including fees, per diems and allowances (where applicable).
13. Work with the Senior Programme Manager to manage the royalties and music rights associated with any and all Festival productions and presentations, including music for dance and theatre as well as fine and contemporary music.
14. Work with the Accounts Team to provide additional information and resolve queries as required.

## **Reporting**

15. Attend meetings as and when required.
16. Provide a post-Festival report relating to this position including recommendations for the future.



17. Assist with reports to funding agencies.

**General**

18. Other duties as required.

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

**APPLICATIONS**

Applications should be emailed to [josie.maskell@aaf.co.nz](mailto:josie.maskell@aaf.co.nz) or mailed to the Auckland Festival Trust, PO Box 5419, Wellesley Street, Auckland 1141 by 8 June 2015.

**INTERVIEWS**

Interviews will take place on 22 June.