



POSITION DESCRIPTION THE AUCKLAND FESTIVAL TRUST

Position: Receptionist/Admin Assistant
Reporting to: Business & Finance Director

Description

Working closely with the Executive Assistant, the primary purpose of this position is to manage the reception and switchboard, and to assist in managing the Auckland Arts Festival office. This position will support the Festival team with administration and varied duties as required, in the lead-up to and during the 2016 Auckland Arts Festival (2-20 March).

Term

This is a full time, fixed term position until late April 2016.

Hours of Work

Normal hours of work will be 40 hours per week between 8am and 6pm, with extra hours required immediately prior to and during the Festival, including some weekend work, and at other peak times.

Required Skills and Experience

1. High level communication skills, verbal and written
2. Confident and clear phone manner
3. Computer literacy – especially Word, Excel and Outlook – with high level of accuracy
4. Ability to learn new software quickly
5. Strong time management and organisational skills
6. Administration and general office experience
7. Reception and/or customer service experience
8. A team player
9. An interest in the arts
10. Calm and efficient under pressure
11. A high level of professionalism and discretion.

Key Relationships

12. Executive Assistant
13. Business & Finance Director
14. Chief Executive
15. Other Festival staff

JOB DESCRIPTION

Reception

16. Be a professional and welcoming first point of contact for the festival office
17. Answer the door, greet guests, make tea/coffee
18. Answer incoming phone calls and public enquiries

Office Management

19. Maintain appropriate levels of stationery and kitchen/bathroom supplies
20. Ensure office machines are working, including the coffee machine, and printers are stocked with paper

21. Help to keep the office and kitchen tidy

Administration

- 22. Assist the EA with administration as required
- 23. Coordinate the meeting room calendar as appropriate
- 24. General filing
- 25. Enter customer details and general information into databases as required
- 26. Use POSE (events) and Archtics software as required
- 27. Assist the Chief Executive and Business & Finance Director as required
- 28. Administrative support as required for other areas of the Festival

Other

- 29. Any other duties as requested from time to time

APPLICATIONS

Applications should be emailed to shona.roberts@aaf.co.nz or mailed to the Auckland Festival Trust, PO Box 5419 Wellesley St Auckland 1141 by 28 July 2015.