

POSITION DESCRIPTION TALANOA MAU VOLUNTEER

Tāwhiri is the creative force behind the **New Zealand Festival 21 February -15 March 2020**. We also produce festivals and experiences in Wellington including Second Unit, Wellington Jazz Festival and Lexus SongQuest.

The New Zealand Festival of the Arts is New Zealand's biggest celebration of cutting-edge arts. It takes place within Wellington's cultural community and is a major feature of New Zealand's creative landscape.

Talanoa Mau is the historic coming together of artists, leaders, doers and thinkers from around the world and Aotearoa New Zealand to give voice to new or unheard ideas and stimulate critical conversations for our time. Talanoa Mau takes place over two days at Te Papa and follows a conference style format.

Volunteers will be able to watch Talanoa Mau presentations (you may need to stand at the side). It would be helpful to know which speakers are of interest to you, so we can try and schedule shifts with people you most want to hear from. See <https://www.festival.nz/events/talanoa-mau/> for the timetable.

Some Talanoa Mau presenters also feature in the Writers and Te Ata programmes, if you wish to hear more from a particular artist(s) or thought leader.

PURPOSE OF THE POSITION

To assist with the smooth running of Talanoa Mau.

WHAT KIND OF PERSON ARE WE LOOKING FOR?

- Friendly, self-motivated, comfortable with large groups of people
- Ability to think logically and on your feet
- Excellent time management
- Familiarity with backstage theatre environments (presenter liaison role only)
- Applications from Pasifika peoples are particularly welcome for both roles.

RESPONSIBILITIES VARY BUT WILL INCLUDE:

Attendee Host

The main focus of Hosts is to guide Talanoa Mau attendees in a friendly manner between rooms within Te Papa, particularly on Monday 24 February. Hosts will also be on hand to answer general queries from attendees and to liaise with Festival staff if needed.

Presenter liaison/runner

Presenter liaisons will be on hand to assist Talanoa Mau presenters and liaise between Festival and Te Papa staff. This role requires familiarity with backstage theatre environments.

SUPPORT

In all volunteer situations there will be at least one Festival staff member onsite

TRANSPORT

You will be expected to make your own way to and from Festival events.

TIME COMMITMENT:

Briefing: Week of 17 February (time/date tbc): 1.5hr site visit and meeting at Te Papa (essential). This will be scheduled in depending on volunteer availability.

Shifts:

We ask that volunteers can commit to at least one shift so please bear this in mind when you apply.

Monday 24 February: 7:45am - 5:30pm.

- Morning shift: 7:45am - 12:30pm, includes morning tea break.
- Afternoon shift 1:15pm - 5:30pm, includes afternoon break.

Tuesday 25 February: 8:15am - 5:30pm.

- Morning shift: 8:15am - 1pm, includes morning tea break.
- Afternoon shift 1:45pm - 5:30pm, includes afternoon break.

VOLUNTEER BRIEFING

There is a briefing session for volunteers on **Tuesday 11 February at 6.30pm – 8pm**, which you will need to attend to run through various requirements and procedures including Health and Safety. These will also serve to introduce you to the Festival team who can answer any questions you have.

WHAT WE OFFER:

Festival volunteers will receive:

- 2 x complimentary tickets to a Festival show (some exclusions apply) and access to ticket offers
- A Festival T-shirt
- Many Festival volunteers have gone on to work in paid positions at various festivals, so it's a great way to gain more experience for those interested in working in the arts and events

TO APPLY:

Please complete our [online form](#) to register your interest in being one of our superstar Festival volunteers! You can also register for other New Zealand Festival volunteer roles at the same time.

We cannot guarantee there will be volunteer positions available for everyone who submits an online registration form.

Please note: *You must be over 18 years of age and have a clean police record.*