

POSITION DESCRIPTION – OPERATIONS CO-ORDINATOR

Tāwhiri is the creative force behind the New Zealand Festival, Wellington Jazz Festival, Lexus Song Quest and Second Unit. We believe creativity is a powerful current that flows across borders and permeates transformative experiences between artists and audiences.

This is a fixed-term, full-time, contract position from May (start date to be agreed) 2019 to 31 July 2020.

This is an exciting opportunity to work on the Wellington Jazz Festival, Second Unit, Lexus Song Quest and NZ Festival in a shared role across our busy technical and programming departments. You will support the Head of Technical & Production and the Head of Programming to successfully administer these events including: accounting system entry, data entry and scheduling, recruitment, contract administration, APRA licensing, event logistics, technical staff travel & accommodation bookings, liaison with Festival venues and suppliers and contribution to OH&S processes.

We are looking for someone with a minimum of 3 years technical, commercial events, venue or arts administration experience. The ideal candidate will have strong existing administration skills, is cool under pressure, and is up for the challenges and rewards of working in a multi-event context.

The key capabilities of the role are:

- **Administration & Finance**
Strong attention to detail and excellent written and oral communication is essential as well as proficiency in the MS Office suite of programmes, in particular Excel. The ability to quickly learn new software systems is a must. Experience in administering projects, contracts and overseeing budgets is ideal.
- **Logistics & Planning**
Logistics and planning are core functions of the role. You are required to co-ordinate and communicate a large amount of information across multiple projects and stakeholders including staff, suppliers, venues and artists. Problem solving skills are essential. Relevant experience in event production roles is ideal.
- **Teamwork & Collaboration**
Contribute to the Tāwhiri team by working closely, constructively, creatively and confidently as a member of two key teams in the business: Programming and Production. Be an active and effective communicator.
- **Relationship**
You are flexible, pragmatic and can relate to a wide range of people and personalities. You will demonstrate a working knowledge of the various worlds of performing arts/events management.
- **Professionalism**

Working within our festivals and events can be a high-pressure. Being able to remain level-headed and juggle competing priorities in this deadline-driven role is important.

RESPONSIBILITIES

The role is an equally shared role between the programming and production departments. It is expected that the Operations Co-ordinator will work on all our key events as directed by the Head of Technical & Production and the Head of Programming. The Heads of Department and their teams have a commitment to working effectively and collaboratively.

Please see our website for the full Job Description – www.festival.co.nz

SKILLS REQUIRED

- Knowledge of the performing arts and/or event industry in New Zealand
- Intermediate level understanding of technical, production and/or arts administration processes
- Strong written and oral communication skills
- Excellent administrative and organisational skills
- Keen attention to detail and accuracy
- Strong record keeping skills
- Excellent time management and forward planning skills
- Ability to carry out responsibilities independently
- Demonstrated ability to successfully work as part of a cohesive team
- Strong office software skills including Word, Excel, Outlook (or equivalent). Experience in Datafest, accounting systems and/or Office 365 is a plus.
- Full New Zealand driver's license and confidence driving both cars and vans.

To apply, please provide a CV outlining your relevant experience as well as a one-page cover letter which clearly articulates how your skills and experience meet the Key Capabilities of the role. For any queries or to submit your application please email Suzy.cain@festival.co.nz.

Applications close 5pm Wednesday 17 April.

Please note that due to the nature of our events and festivals, a flexible approach to working hours during event periods is essential.