

## JOB DESCRIPTION

<b>Position:</b>	<b>Communications and Marketing Assistant</b>
<b>Reporting to:</b>	<b>Marketing and Communications Manager</b>
<b>Location:</b>	<b>Tūranga/Gisborne</b>
<b>Tenure:</b>	<b>Fixed term/ 30 hours per week</b>

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### **Purpose of the Role**

Reporting to the Marketing & Communications Manager, the Communications & Marketing Assistant will support the smooth and timely delivery of the Communications and Engagement Plan and the Marketing Work Programme for Te Hā Trust.

### **Responsibilities**

#### 1. Researching

- Monitor media coverage related to all aspects of Te Hā Trust work as directed by the Marketing and Communications Manager and prepare a monthly report
- Investigate themes and topics related to the Marketing and Communications Plans as directed
- Prepare draft reports and presentations as required

#### 2. Events & Activations

- Work with the team to host manuhiri and deliver activations as required
- Attend regular weekly programming meetings as required
- Attend to tasks assigned within programming meetings

#### 3. Writing

- Draft and editing papers, reports and other marketing and communications collateral as required and directed by the Marketing and Communications Manager
- Assist in maintaining web content and executing social media strategies
- Prepare media releases as directed
- Prepare project briefs as required

#### 4. Administration

- Devise, in consultation with the Marketing and Communications Manager, a comprehensive critical path detailing and scheduling the key elements of the Marketing and Communications Plan

- Work with the Marketing and Communications Manager to develop and monitor an implementation plan across all programmes for Marketing and Communications for reporting and information purposes
- Take minutes at meetings if and as required
- Maintain the TRELLO Board for Marketing and Communications
- Work with the Marketing and Communications Manager to manage information collateral as required
- Support the Marketing and Communications Manager to manage financial administration tasks, as required. This may include submitting invoices for payment on behalf of suppliers, gathering information required for payment or liaising with in-house administration for information
- Provide the Marketing and Communications Manager with regular updated reports on the committed and actual expenditure for the elements for which the Manager is directly responsible
- Updating media and stakeholder databases
- Undertake other duties as required and as is reasonable within the frame of the contract

### **Relationships**

The Communications/Production Assistant will work with:

- The General Manager
- The Festival Team
- The Comemmorations Team
- The Oceans Team
- Other staff & contractors as directed

### **Ideal Person Specifications**

- Great research and analytical skills
- Demonstrable skills as a writer and communicator
- Proven ability to work successfully in a busy team environment
- Track record in meeting deadlines and completing tasks
- Experience in working in a support role with a Manager
- Track record in manaakitanga
- Comfortable in a range of settings including marae, community and business environments
- Great rapport with people from all walks of life
- Strong attention to detail