

JOB DESCRIPTION

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| Position: | Programme Coordinator – Te Tairāwhiti Arts Festival |
| Reporting to: | Festival Director |
| Location: | Tūranga/Gisborne |
| Tenure: | Fixed Term/ Full-Time |

Background

Te Tairāwhiti Arts Festival is a regional arts festival that will have its inaugural festival Oct 4 – 20 in 2019. Centred in Tūranga-nui-ā-Kiwa/ Gisborne, the festival will span the Tairāwhiti region across multiple artforms and venues as a mixture of free and paid events.

Purpose of the Role

Reporting to the Festival Director, the Programme Coordinator will assist in the coordination and delivery of the 2019 Te Tairāwhiti Arts Festival.

Responsibilities

1. Programming Coordination & Delivery

- Support the Festival Director and Programme Manager in the coordination and delivery the programme for the Te Tairāwhiti Arts Festival, 2019. This shall include but is not limited to:
 - Logistics, Scheduling and Project Planning
 - Artist Liaison – Travel/ Accommodation
 - Licensing and Consents
 - Contracting
 - Systems Management – Digital, Filing, Reporting
 - Ticketing
 - Invoicing/ Purchase Orders/ Basic Accounting

2. Other responsibilities

- Work with staff to deliver pōwhiri for guests and artists.
- Attend regular weekly programming meetings.
- Undertake other duties as required and as is reasonable within the frame of the contract.
- Write a report at the completion of contract.

Relationships

The Programme Co-ordinator will work with:

- The Festival Director
- The Programme Manager
- The Production Manager
- The Marketing and Communications Manager
- The Festival Publicist
- The General Manager
- Other members of the programming team
- Other staff

And where required will liaise and work closely with:

- Artists and arts organisations
- Accommodation/ Travel Providers
- Ticketing Agencies
- Gisborne District Council
- Iwi
- Community organisations
- Creative New Zealand
- Agencies including APRA, Toi Maori, Te Puni Kokiri
- Funding agencies, trusts
- Ticketing Agencies