**POSITION DESCRIPTION**

**AUCKLAND FESTIVAL TRUST**

**Position: Creative Learning and Community Engagement Coordinator**

**Reporting to: Head of Programming**

The Auckland Arts Festival is Auckland's premier festival of New Zealand and international arts. Now presented annually, the globally recognised event celebrates people and culture, and showcases the cultural diversity and vibrant energy of New Zealand's largest city.

Since the inaugural event in 2003, the Auckland Arts Festival has welcomed close to 2 million attendees. For 18 days in March 2019 (7 – 24), the next annual Auckland Arts Festival will present a dazzling array of events by some of the country and world’s most innovative artists and performers.

**Summary**

The Creative Learning and Community Engagement Coordinator will work closely with the Head of Programming to coordinate the planning, delivery and reporting of the Auckland Festival Creative Learning and Community Engagement programmes.

**Term**

The position is full time and fixed term until mid-April 2019.

**Hours**

Normal hours of work will be 40 hours per week, between the hours of 8am and 6pm, Monday to Friday. Extra hours will be required during high peak periods of activity, which may include Saturdays, Sundays and evenings.

**Required skills and experience**

* Producing, production management or performing arts experience
* Project delivery and budget management skills
* Experience in the education sector, and understanding of primary and secondary school curriculum
* Experience in sales and delivery of programmes to schools
* Proven administration skills
* Experience in drafting and administering contracts
* Computer skills (Word, Excel, Outlook)
* Knowledge of contemporary performing arts
* A driver’s licence is required

**Key Relationships**

* Head of Programming
* Artistic Director
* Chief Executive
* Programme and Access Coordinator
* Artist and Logistics Manager
* Technical Manager
* Business & Finance Director
* Marketing Team
* Festival artists and companies
* Accounts Team

**JOB DESCRIPTION**

**Programme**

1. Coordinate the Creative Learning programme, including schools’ performances and schools’ allocations for public shows at primary, secondary and tertiary levels, schools’ resources, workshops, and marketing and ticket sales to schools,

* Work to maximise the number of children and young people participating in the Creative Learning programme.
* Liaise with the education groups, teachers, and specific groups that deliver to the education sector in regard to any advice and support they may have for the development and delivery of the creative learning programme.

1. Coordinate the Professional Development Programme for Industry practitioners, including workshops and masterclasses for professional practitioners, and the Arts Industry Card or promo initiative. Liaise with external partners and providers to ensure smooth delivery of the workshop and masterclass series.
2. Work with selected artists in the overall Festival programme, in liaison with Programme Managers, to deliver creative learning and community outreach opportunities, including special schools’ showings and workshops.
3. Coordinate community engagement initiatives, such as the Pay What You Can initiative, community projects or regional touring, and liaise with companies and community groups to promote and coordinate these initiatives.
4. Assist the Programme and Access Coordinator with planning and delivery of the Accessibility Programme, including signed, audio described and relaxed performances.
5. Work as part of the Auckland Arts Festival programming team to contribute to the creation and delivery of the Festival programme.

**Administration and Financial**

1. Work with the Head of Programming to develop, manage and monitor creative learning and community engagement programme budgets. All budgets are to be signed off by the Chief Executive.
2. Ensure the accurate and timely processing of all school bookings, working with the Accounts team regarding schools invoicing and payments.
3. Ensure the smooth allocation, confirmation and distribution of tickets to schools, working with the AAF Ticketing team.
4. Maintain up to date contacts for the education and community sector in AAF database.
5. Enter and maintain relevant information in Festival software DATAFEST as required.
6. All expenditure must be signed off by the Head of Programme prior to commitment.
7. Ensure all expenditure items have a Purchase Order raised.

**Marketing and Communications**

1. Work with the Marketing & Communications Director and marketing staff to promote and market the creative learning and community engagement programme.
2. Provide copy where required on the creative learning and community engagement events to the marketing and communications team for preparation of the Festival’s programme brochure, other print materials and the website and assist with distribution of materials and press releases where required.
3. Source and write copy for curriculum-related resources and arrange the distribution to schools.

**Sponsorship and Funding**

1. Assist the Chief Executive and other relevant staff with funding applications and sponsorship proposals relevant to the Creative Learning and Community Engagement programme.

**Reporting**

1. Maintain an accurate record of the education and community programmes planned and actual audience attendances.
2. Provide the Head of Programming, CEO and Artistic Director with a regular report on schools bookings, ticket numbers and revenue.
3. Provide the Head of Programming with regular reports on bookings and expenditure, both committed and actual, for the creative learning and community engagement programme.
4. Provide the Head of Programming, on completion of the Festival, with a comprehensive report, including an assessment of how well the creative learning and engagement programme was delivered and received, attendances, revenue and expenditure, the strengths and weaknesses of the programme, and recommendations for the future.

**General**

1. Supervise volunteers and interns as required, in line with Festival policies and procedures.
2. Other duties as required

**Applications**

Applications to [hr@aaf.co.nz](mailto:hr@aaf.co.nz) by 16 August. Only applicants with the right to work in NZ may apply.