



Position:	Ringa Āwhina
Reporting to:	Head of Finance and Business Operations
Location:	Tāwhiri office, Wellington

This is a fixed-term position until April 2026 following the conclusion of the Aotearoa New Zealand Festival of the Arts 2026.

POSITION DESCRIPTION

Tāwhiri is the creative force behind festivals and experiences in Wellington including:

Wellington Jazz Festival	An annual Jazz festival
Aotearoa New Zealand Festival of the Arts	A biennial multi-arts festival
Song Quest	A biennial singing competition

OUR VALUES: Te Kaupapa o Tāwhiri

Manaakitanga: uplifting the mana of all people through care, nurture and respectful relationships.

Tāne te Wānanga: the pursuit of excellence in all our endeavours.

Whanaungatanga: weaving together a team to create strength, trust and flexibility.

Kōtahitanga: standing together with shared purpose and values.

PURPOSE OF THE ROLE

To provide administrative support to the Executive and Creative Directors and contribute to the smooth running of the Tāwhiri office by taking care of the day-to-day needs of the team and our visitors.

Hosting and Office Support

- Act as a considerate and welcoming office host – prepare meeting rooms, greet manuhiri/visitors, offer refreshments, manage calls and incoming emails and ensure followed up by relevant team members.
- Ensure the office and kitchen is kept tidy and liaise with landlord and suppliers as required regarding contracted cleaners etc.
- Manage all incoming and outgoing postal mail and courier arrangements for the team.
- Ordering of all office supplies, including kitchen and stationery.

Administrative support

- Provide administrative support for the Festival Co-Directors and Executive Director including drafting correspondence, research and papers; and other tasks as required.
- Administrate the bi-monthly and special Board Meetings including creating the board paper templates; administrating the agenda and board papers; and following up on actions where required.
- Manage the meeting room booking system.
- Support Leadership Team with other administrative support as required and as schedule allows.

Interculturalism

- Support Intercultural Development role and other team members to ensure Tāwhiri tikanga is in place for internal and external hui as required.
- Contribute as part of the wider team member to the successful implementation of the Intercultural Policy and Action Plan.
- Administrate the Kaimanaaki of the Month Award (KOTMA) for staff.

Hosting Event Coordination

- Be the event coordinator for hosting external events eg. pōwhiri, events, and functions including venue liaison, catering, assisting with compiling and managing guest lists and RSVPs, speech notes, and run sheets.

Diaries, Travel and Bookings

- Manage the travel requirements of the Festival Co-Directors, Executive Director, and other staff as required, including organising meetings, tickets, accommodation, and flight bookings.
- Make appointments and organise meetings and functions.
- Manage schedules during Tāwhiri-wide events for Festival Co-Directors and Executive Director. This includes event schedules, ticketing, hospitality, speeches, and media interviews (with support from marketing department).
- In collaboration with Audience and Partnerships Team, manage ticketing requirements for the Festival Co-Directors and Executive Director, plus any other staff and VIPs as required.

Financial Administration

- Maintain accurate records of any expenditure, including creating purchase orders when required. Training will be provided.
- Ensure that all expenditure related to tasks are kept within the Delegated Authority limits through the monitoring of all actual and committed expenditure as it is incurred. All authorisation of expenditure is to be by purchase order only.

Systems Training

- Support the Leadership Team in onboarding new staff including office induction and walking them through staff handbook.
- Support the Leadership Team with training for new and existing staff on administrative systems including:
 - Sharepoint online filing system
 - Teams communications system
 - Airtable scheduling and CRM system
 - General Tāwhiri systems and processes
- Stay regularly up-to-date with system updates and upgrades
- Archiving and system cleaning, data entry as required

Other

- Keep up to date with, and informed about, the artistic content of Tāwhiri's activities.
- Attend team meetings and take minutes as required.
- Contribute to office health and safety procedures.

SKILLS REQUIRED

- Warm, caring and friendly
- Good initiative and willing to learn
- Well organised and ability to keep track of tasks and prioritise
- Discretion and trustworthiness
- Diligence and attention to detail
- Excellent time management and forward planning skills
- Demonstrated ability to work as part of a cohesive team
- Tech savvy and strong computing skills including Word, Excel, Outlook and PowerPoint
- Experience with databases and online filing systems is preferable

Accountability

- The position of Ringa Āwhina is directly responsible to the Head of Finance and Business Operations
- If, at any time, the Head of Finance and Business Operations is not available then the Executive Coordinator is be responsible to the Executive Director.

Hours and Remuneration

- 30 hours per week
- Salary is \$65,000 FTE; pro rata to 30 hours per week
 - For clarity this works out to \$31.25 per hour