



# NOW SEEKING: FESTIVAL COORDINATOR

**Job Title: Festival Coordinator**

**October 2021**

**Reporting to: Executive Director**

**Location: Auckland**

**Fee: \$20,000**

**Period: October - March (20 weeks excluding two weeks over Christmas)**

**Hours: 40 hours a week at \$25 an hour**

## HE ANGITŪTANGA: THE OPPORTUNITY

The Auckland Pride Festival is growing rapidly. With our first month-long Festival in 2021, Auckland Pride is continuing to grow with a growing audience and number of events. Auckland Pride is wanting to expand its capacity to support the Festival, support event organisers throughout the process, and grow its reach across Auckland's Rainbow Communities

The Festival Coordinator's primary responsibilities will be with coordinating Festival events, and ensuring their journey from registration through until execution is smooth. The role also focuses on rolling out some key elements of the Festival marketing campaign, as well as providing operational support to the organisation.

This role is an exciting opportunity to work within the heart of the Auckland Pride Festival and gain experience coordinating a large scale, open access festival. You'll work daily with our community event organisers and organisations, assisting them to make maximum impact with their events that support our rainbow communities.

## NGĀ WHETŪ: OUR GOALS

**Key goals for the role are to:**

- Manage the Festival Event journey, including the registration process and event listings
- Assist with the delivery of the marketing campaign
- Build and manage relationships with Festival event organisers

## **Key Responsibilities include:**

### **1. Festival Events**

- a. Manage the submissions and registration process for the 2022 Auckland Pride Festival
- b. Work with event organisers to ensure their registrations are complete
- c. Coordinate the event agreements and invoicing of event organisers
- d. Coordinate the funding agreements and payments from Auckland Pride Initiatives
- e. Ensure excellent data management of submissions, including creating draft calendars and managing updates and changes to key event information.
- f. Creating the event listings on the Auckland Pride website, and providing accurate information for the creation of a printed festival programme
- g. Keep digital and print event listings up to date throughout the Festival
- h. Work with the Proud Centres team to coordinate their programme of events

### **2. Marketing and Promotion**

- a. Assist the Executive Director in the delivery of the marketing campaign;
- b. Assist the Executive Director in the collation of information, production and distribution of all print and digital content for the Festival marketing campaign
- c. Coordinate the necessary content for social media campaigns from festival event organisers
- d. Regularly monitor social media to respond to community requests
- e. Manage regular social posting of upcoming events and the daily 'what's on' posts.

### **3. Operational**

- a. Coordinate the Access & Inclusion fund, receiving submissions and distributing funding in partnership with the Executive Director.
- b. Coordinate Queer Agenda events until December and set up March events
- c. Update and publish the 2022 post-festival survey
- d. Build relationships with 2022 event organisers, ensuring they feel supported and have everything they need to deliver successful events in the Festival
- e. Coordinate the COVID-19 contingency plans of individual events and assist their planning for rolling out the Festival's COVID-19 strategy
- f. Work within budget as agreed with the Executive Director for the delivery of the Festival
- g. Provide a written report on progress towards the 2022 festival at increasing frequencies as agreed with the Executive Director.

- h. Provide a post festival report to the Executive Director
- i. Work within the APFI brand guidelines, ensuring all communications demonstrate the kaupapa APFI
- j. Work exclusively within the APFI GSuite provided login, ensuring all emails and digital files are stored or sent through our platform for data retention purposes.

## HE KŌRERO MŌU: ABOUT YOU

We're looking for an experienced and passionate individual, with experience in coordinating festivals or other programmes of events. We're looking for someone with excellent administration and data management skills, and experience in relationship management. Experience in the Auckland arts sector would be advantageous. We're also looking for a strong practice of tikanga Māori and knowledge of Te Ao Māori worldviews, along with a deep understanding of the experiences and intersectionalities of rainbow communities, and an understanding of, and alignment with our kaupapa.

## WHANAUNGATANGA: KEY RELATIONSHIPS

- Executive Director
- Auckland Pride Team
- Venue and community partners
- Auckland's Rainbow Communities

## NGĀ ĀHUATANGA KEI A MĀTOU: WHAT WE OFFER

Auckland Pride is a values-led organisation, with a mission to produce an inclusive festival that reflects the diversity of Tāmaki Makaurau Auckland and its queer communities, connecting and celebrating past, present and future. The values of Tikanga, Aroha, Collaboration, Transparency, Intersectionality shape all of our decision making.

This role is an exciting opportunity to work within the heart of the Auckland Pride Festival and gain experience coordinating a large scale, open access festival. You'll work daily with our community event organisers and organisations, assisting them to make maximum impact with their events that support our rainbow communities.

## KO WAI MĀTOU: WHO WE ARE

Auckland Pride has been established and is to be maintained to promote facilitate and undertake the organisation of cultural events and activities as part of the Auckland Pride Festival in New Zealand for the Rainbow Communities in order to:

**A. Support the Rainbow communities**

provide members of the Rainbow communities with the opportunity to participate in events and activities in an environment which recognises their particular needs, in particular by providing the opportunity for members of the Rainbow communities to celebrate and be proud of who they are in an open and inclusive environment;

**B. Support the wider communities:**

foster wider community recognition and respect for the Rainbow communities and promote social inclusion by developing the mana and standing of the Rainbow communities within the wider community, giving a voice to members of the Rainbow communities that are fighting for respect and equality and championing the elimination of discrimination of the Rainbow communities;

**C. Showcase diversity**

provide a platform to showcase and promote the creativity, storytelling and talent of the Rainbow communities with a view to sharing their struggles and challenges and bringing the Rainbow communities and wider communities together in a positive environment to foster growth, diversity and inclusion;

**D. Capability and capacity building**

fostering excellence, building capability and encouraging understanding within and between the Rainbow to build strong communities that recognise and support intersectional identities;

**E. Promoting equality**

where any sector or group of the Rainbow communities is considered by the Board to be unequal or discriminated against, actively advocate for and support, such a group or individuals in ways that will facilitate positive change.

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*Auckland Pride Festival Incorporated is an Equal Employment Opportunity employer. We do not discriminate based upon ethnicity, religion, political or other affiliations, sex or gender (including pregnancy, childbirth, or related medical conditions), intersex status, sexual orientation, gender identity, gender expression, age, or status as a person with an access need or disability.*