

MĀORILAND CHARITABLE TRUST JOB DESCRIPTION



Position Title: Māoriland Hub Manager

Date: November 2018

Location: Ōtaki, Kāpiti Coast

Reports to: Māoriland Hub Director

Position purpose: Day to day management of the Māoriland Hub, including events co-ordination and programming, administration and reporting.

The purpose of the Māoriland Charitable Trust is to improve the social, economic and educational opportunities to the community of Ōtaki by means of screening Indigenous films, showcasing of artworks, music and performing arts, and organising activities such as rangatahi filmmaking workshops.

We are a Māori led community based Charitable Trust with our own tikanga that runs the Māoriland Film Festival and the Māoriland Hub. We are part of a global network telling and sharing our indigenous stories.

Position Responsibilities:

Manaakitanga - to ensure that everyone who enters the Māoriland Hub feels welcomed and looked after.

- To be the primary point-of-contact for artists, community groups and audiences wishing to present their kaupapa at the Māoriland Hub.
- To be responsible for the presentation of the Māoriland Hub including venue checks to ensure that the Māoriland Hub is always clean and tidy and after any use of the space.
- To maintain regular checks of the Māoriland Hub to ensure that safety is upheld, in accordance with the Health & Safety Policy.
- To be responsible for supervision and briefing of any venue staff and volunteers; to lead positively and maturely by example, and to ensure that the highest standards of communicating with people is upheld at all times.

Rangatiratanga to show leadership by being well organised and to communicate effectively

- To liaise with the Māoriland Charitable Trust team to ensure the smooth running of the, Māoriland Hub including any requests from the community, feedback or suggestions.
- To be responsible for the delivery of any events at the Māoriland Hub.
- To have knowledge or a willingness to gain basic knowledge of sound systems, projectors and other technical gear owned or being hired into the hub and to be able to communicate this to the MCT team.
- To co-ordinate and maintain a roster of volunteers

Ngā Whakatepenga to be well prepared and organised.

- To manage the administration of the Māoriland Charitable Trust including working with Xero accounting.
- To actively promote and administrate all merchandise for the Māoriland Hub including to monitor stock levels. To complete any inputting of sales into the system, manage cash floats for sales and ensure sales and stock are reconciled regularly.
- To be a qualified first aider (training will be given if necessary) and thereby be available to provide first aid and management of any illness or accident incidents at the Māoriland Hub, and including the completion of Accident Report forms.
- To contribute towards an Event Report at the end of any booking and keep the Māoriland Hub Director fully informed of any incidents which may have occurred during the course of the evening.
- To liaise closely with the Māoriland Charitable Trust team to ensure smooth handovers, clear communication via Event Notes & Event Report administration.
- To be the responsibility holder for the Māoriland Charitable Trusts Health and Safety Policy, Continuity Policy, Complaints Process, Kaitūao Policy (Volunteers) and Privacy Policy.
- To be familiar with and liaise with the Rangatahi Manager in up keeping the requirements of the MCT Child Protection Policy.

Māoriland Charitable Trust is a small and growing organisation, and as such this role will evolve over time. We are looking for an applicant who is flexible and passionate to grow the position and the success of the Māoriland Hub.

We are interested in someone with;

- A strong interest in/knowledge of the work of Māoriland Charitable Trust.
- A working knowledge of basic technical arts terminology.
- An interest in/knowledge of creative industries - theatre, film, art, dance, music
- Experience of using digital systems such as ticketing, excel etc.

Essential Skills

- Excellent, proactive customer care.
- Excellent team-working ability.
- Excellent communication skills.
- Ability to work independently.
- Strong interpersonal skills.
- Strong logistical skills.
- Fire Marshal training (desirable).
- First Aid at Work training (essential: we will provide training if necessary).
- Confident computer usage, including Google Apps.

Essential Qualities

- A mature, professional attitude towards work.
- A desire to maintain the highest standards of delivery.

- A friendly, approachable and confident manner when communicating with both public and colleagues.
- Works in a consultative and positive manner
- A positive, motivating approach to work.
- An ability to think on your feet and to think ahead.
- An ability to maintain a calm, friendly exterior under the pressure of multiple events.
- Excellent time-keeping skills.
- Reliability.
- Flexibility.
- Is energetic, enthusiastic and positive about achieving goals and resolving issues within cost constraints
- Continuously improves services
- Ensures that projects are completed in a timely manner and within budget
- Demonstrates relationship building and communication skills
- Some fluency in te reo Māori

Equal Opportunities

Māoriland Charitable Trust aims to be an equal opportunities employer. All staff members are required to adhere to Māoriland Charitable Trust's Equal Opportunities Statement of Policy, a copy of which will be given to the successful candidate.

Terms of Employment

The hours of this contract will be negotiated with the successful candidate according to their skills allowing for both the flexible needs of the organisation and other interests and commitments that the post-holder may have.