

Position Description - Māoriland Charitable Trust

He Paki Taketake Co-ordinator

REPORTING TO: Te Tumu Whakarae - Managing Director

TERM OF EMPLOYMENT: July 2020 onwards Part-Time (15 hours/week)

LOCATION: Must be based in the wider Wellington region and able to travel to the Māoriland Hub, Ōtaki for delivery of the program.

DESCRIPTION

He Paki Taketake is a sound studio based at the Māoriland Hub for the reversioning of animated films into te reo Māori. He Paki Taketake Co-ordinator will assist Te Tumu Whakarae and Kaiwhakaū Hōtaka Hononga to co-ordinate the project which involves the translation and recording of film works into te reo Māori.

REQUIRED SKILLS AND EXPERIENCE

- Fluency in te reo Māori
- Strong computer skills (Google apps, Zone) and ability to learn new skills such as the reversioning software VoiceQ
- Excellent research, communication, written and verbal skills
- Ability to work in a team environment and under pressure
- Exceptional organization skills and a strong work ethic
- Excellent interpersonal skills and ability to co-ordinate groups of people of all ages
- An eye for detail

KEY RELATIONSHIPS

- Te Tumu Whakarae - Managing Director
- Kaiwhakahau Hōtaka - Programme Manager
- Rangatahi Co-ordinator
- Kaiwhakaū Hōtaka Hononga - Projects and Relationships Manager

RESPONSIBILITIES

Assist Te Tumu Whakarae to:

1. Install the dubbing studio at the Māoriland Hub
2. Liaise with the kura Māori, kohanga reo and Te Wananga o Raukawa regarding the project
3. Liaise with the Matanga Reo to support the translation of the script into te reo Māori.
4. Work with He Paki Taketake Technician and co-ordinate cast to record voice overs.
5. Co-ordinate post-production and delivery of finished work





NATIVE PEOPLES - GLOBAL FILMS