



KAIHĀPAI WHAKAHAERE TOI

Ngā Haepapa - Responsibilities for Toi Administration, Toi Matarau Gallery, & Community Engagement

Toi Matarau is based at the Māoriland Hub in Ōtaki, Kāpiti Coast. Details can be found here: <https://toi.maorilandfilm.co.nz/>

CV and letter of application to maa@maorilandfilm.co.nz by end of day 10th September.

Applicant must demonstrate

- passion and an in depth understanding of toi Māori
- a strong kaupapa Māori, tikanga Māori and mātauranga Māori foundation ie. Te Tū Marae - karanga, pao, karakia, waiata, mōteatea, waiata tawhito
- commitment to speaking te reo Māori in the workplace and at public events

Experience could include

- A practising artist of toi Māori
- Toi Māori administration or business management administration
- Māori and/or indigenous tourism
- Research and writing skills in te reo Māori and English
- Networking with Māori and non-Māori, whānau hapū iwi relationships
- Wānanga and workshop facilitation

Select Skills desired

- Retail experience, customer services and information
- Photography
- Logistics, freight and packaging
- Stocktaking, inventory control, artist profiling/documentation
- VEND, Xero, Excel, Word Doc, PDF, Publisher, Google, Monday, Slack and management tools
- Report writing
- Familiar with social media platforms

Requirements

- Excellent communicator
- Conscientious, with attention to detail
- Punctuality, effective time management
- Self managing
- Collaborative and flexible team member

Attributes

- Strives for excellence
- Creative and innovative thinking
- Ability to use initiative
- Willingness to accept challenges
- Ability to recognise opportunities



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Māoriland is a rapidly growing Māori led independent entity with a kaupapa to bring cultural, social and economic benefits to its community of artists, filmmakers, creatives and audiences in Ōtaki.

The Māoriland Hub is a *whare tapere* – a home for the Indigenous, a home for the arts, a house of inspiration and storytelling where economic, social and cultural wellbeing is supported. Māoriland provides platforms and opportunities for Māori and Indigenous artists across visual, traditional and contemporary, performing arts, film and digital mediums.

The Kaihāpai Whakahaere Toi will support the Kaitiaki Toi in the Toi Matarau Gallery. Toi Matarau is located within the Māoriland Hub in Ōtaki. At Toi Matarau the artist is part of a Māori collective encompassing disciplines both traditional and contemporary. It is a space where toi Maori by tamariki and rangatahi is proudly displayed alongside the works of some of our most venerated Māori artists.

The Kaihāpai Whakahaere Toi will be someone who can interface with our community including kura Māori and mainstream schools as well as our community to encourage participation in the arts through workshops and other activities including attending exhibitions.

The Kaihāpai Whakahaere Toi will extend manaakitanga to all who visit Toi Matarau and the Māoriland Hub from their front of house desk at entry of the whare.

The Kaihāpai Whakahaere Toi position is 30 hours per week on a 12 months fixed term contract that may be extended.

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