

Te Papa's Mission Statement:

The Museum of New Zealand Te Papa Tongarewa is a forum for the nation to present, explore and preserve the heritage of its cultures and knowledge of the natural environment in order to better understand and treasure the past, enrich the present and meet the challenges of the future.

Position Title:

Events Producer

Job Objective:

To professionally develop, manage and implement Te Papa's Events and Visitor Entertainment programme.

Reports to:

Manager – Events and Entertainment

Responsibilities / Tasks:

- To develop and/or manage mid to large scale events as well as the low-level visitor entertainment programme for Te Papa which fulfil the corporate principles and support the overall visitor landscape objectives.
- Assess Te Papa's market potential of mid to large scale event options, including the commercial viability and operations delivery.
- Supervision and training of casual staff for all elements of the Events and Visitor Entertainment programme.

Key Tasks:

- Develop the detail of the Events and Visitor Entertainment programme including timetable, location, target audiences, projected budget costs and revenue.
- Keep up to speed with Event and Leisure industry developments.
- Implement Events strategy as detailed in the Business Plan.
- Contract and roster entertainment professionals.

- Develop the content brief of the Events and Visitor Entertainment programme and submit for appropriate approvals.
- Develop and maintain partnerships with key community groups as well as business relationships with other event and programme organisers within New Zealand and internationally.
- Develop systematic quality monitoring of all Events and Visitor Entertainment activity.
- Manage events which are hosted by Te Papa.
- Manage other projects as directed by the Manager from time to time.

Key Outputs:

An outstanding Te Papa Events and Visitor Entertainment programme that;

- Is exciting and diverse
- Attracts increased visitation
- Widens Te Papa visitor profile
- Contributes revenue to Te Papa
- Animates the exhibitions and collections
- Highlights Te Papa's forum role
- Is underpinned by Te Papa's Corporate Goals

Person Specifications:

Generic Competencies

Biculturalism

- A basic pronunciation level of te reo Maori
- Has a basic understanding of tikanga Māori/customary concepts;
- Has an awareness of the historical significance of the Treaty of Waitangi and some understanding of its contemporary application;
- Familiarity with Te Papa's Bicultural Policy and the principles of biculturalism;
- Ability to provide advocacy on bicultural issues both internally and externally;
- Ability to promote the unique bicultural nature of Te Papa.

Customer Service

- Ability to respond professionally and effectively to the needs of internal and external customers
- A very high level of commitment to customer service
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- Display a responsive, professional, open and enthusiastic manner;
- Ability to enhance the customer experience of Te Papa;

- High level of understanding of the Museum's target audiences and their associated needs.

Communication Skills

- Ability to convincingly and professionally present select events to target audiences through group presentations, public speaking engagements and one-on-one discussions;
- Ability to read audiences and use appropriate language and presentation tools, from corporate clients to school children;
- Written presentation is clear, accurate and concise using language that is appropriate to the audience, including management and media;
- Confidently and assertively convey ideas, feelings and decisions to management, clients, customers and staff.

Interpersonal Skills

- Outstanding ability to establish effective personal and working relationships and contribute to team building;
- Outstanding ability to deal with a wide range of individuals and organisations, internally and externally;
- Ability to encourage, motivate and sustain the co-operation and achievement of others;
- Ability to perceive the impact of behaviour on others.

Job Specific

Essential

- Experience at creating from scratch dynamic events for a range of targetted audiences.
- Experience at analysing the needs of different audiences.
- Strong and effective event project management and team leadership skills.
- Ability to assess projects on a business basis including projecting revenue and budget management.
- A clear understanding of Te Papa's unique content and positioning.
- Experience in the supervision and training of staff.
- Knowledge and experience of the performing arts environment.
- A high level of personal creativity.

Desirable

- A tertiary qualification, preferably in commerce/marketing/arts management.
- Leisure/performing arts industry experience.

Salary Range: