**TITLE**
The name of the position is Management Assistant

**RELATIONSHIPS**
**Reports to:**
- General Manager

**Internal Relationships**:
- Director
- Publicists
- Festival Managers in Auckland, Wellington and Dunedin
- Programmer & Assistant Programmer
- Publications Designer
- Online Content Coordinator
- Outreach Coordinators
- Guest Liaison Coordinator
- Publications Coordinator
- Content Manager & Materials and Content Assistant
- Festival Interns
- Volunteers
- Accounts Manager
- Contracted programmers (Wairoa Maori Film Festival, Animation Programmer, Incredibly Strange)

**External Relationships:**
- Cultural agencies of local, New Zealand and international governments
- Advertisers
- Sponsors
- Distributors/filmmakers
- Ticketers
- Web developers
- Guest Host Organisations

**THE ROLE**
This role will provide administrative support primarily to the General Manager. It is a varied role which will require a great deal of flexibility to attend to a wide range of tasks in a busy and demanding office.

The incumbent will be a self-motivated, multi-tasker with excellent communication skills, strong computer knowledge and a keen attention to detail.

**<u>Key task include</u>**

**Advertising**
- Assisting with preparing and sending out information packs
- Following up on confirmed bookings – process and sending booking forms/specs
- Following up advertisers for deliverables

**Ticketing**
- Processing and sending out approved comp requests from sponsors, media, filmmakers, distributors, staff, volunteers and guests
- Holding and releasing seats as directed by the General Manager and Wellington Festival Manager

**Proofing**
- Assisting with schedule checking
- Assisting with proofing newspaper advertisings

- Assisting with proofing website copy

**Functions**

- Updating invite lists
- Sending out invitations and tickets
- Managing RSVPs
- Assisting with seating plans
- Requesting quotes on services and equipment. Following through with bookings
- Assisting with setup, hosting and pack-out of events

**IT Support**

- Provide IT assistance to contractors
- Setting up computers
- Installing software
- Setting up/removing email accounts

**Volunteers**

- Dealing with requests from people wanting to volunteer
- Liaising with office volunteers and other contractors to determine suitable times for volunteers to come in, ensuring a computer work station is available if required
- Maintaining a log of volunteers hours

**Phones**

- Answering the general office line and Festival Information Line

**Reporting**

- Processing figures/sending reports to distributors
- Producing charts and figure reports using pivot tables

**General Admin**

- Assisting the Director and Assistant Programmer with distributor/filmmaker liaison and information
- Assisting with website loading and maintenance
- Despatching marketing materials to venues
- Providing information to Ticketek and venues
- Record keeping
- Servicing Auckland office queries for information/materials/supplies/help
- Maintenance of office equipment
- Researching information
- Dealing with general public enquiries via phone, email and in person
- Basic desktop publishing
- Booking staff (and some guest) travel and accommodation
- Overseeing office courier needs
- Database maintenance

**General Business Management**

- Contribute to development and realisation of the Festival's objectives
- Assist the Festival in monitoring the current political, legal, cultural, technological and censorship environment to detect issues which may have either adverse effects on the Festival's execution of its objectives; or which may provide opportunities to advance those objectives
- Contribute to improvements to systems and practices
- Protect the safety and security of the Festival's assets

**Teamwork**

- Provide effective cooperation, support and assistance to other staff
- Participate actively in staff meetings and decision making
- Share information, ideas and resources with other staff

**Relationships**

- Build effective working relationships with key internal and external personnel
- Take account of cultural sensitivities and needs
- Represent Festivals as required presenting a professional and positive image of the organisation
- Respond effectively to demands for information
- Ensure service delivery meets or exceeds reasonable customer expectations

**Self Management and Organisation**

- Be prepared to learn on the job
- Plan and manage own workload and work effectively without supervision
- Prioritise tasks and manage time and resources to ensure deadlines are met
- Maintain accessible documentation
- Participate in relevant training programmes

**DESIRED COMPETENCIES, QUALIFICATIONS AND EXPERIENCE**

- An understanding of an office environment and the things that make it function smoothly
- Strong time management, organisational and multi-tasking skills
- Methodical and enterprising research habits
- Excellent typing skills
- Excellent telephone, written and interpersonal communication skills
- Strong computer skills including use of Word, advanced Excel, Mail Merge, Website CMS, and Adobe PhotoShop
- Good knowledge of office equipment and functions
- Ability to work both autonomously and as part of a team
- Good attention to detail and problem solving skills
- Film exhibition or distribution experience would be desirable but not essential

**TERM OF EMPLOYMENT**

This is a fixed term contract from May 3 – August 16, 2013.
The office is open from 8.30 am to 6.00 pm, Monday to Friday. A commitment to work longer hours and weekends is required, particularly during the festival and over the first second and third weekends in June.

**REMUNERATION**

To be discussed with short-listed candidates

**APPLICATIONS**

Please email CV and cover letter to:
Sharon Byrne
General Manager
sharon@nzff.co.nz

Applications close 5.00pm March 4th.

This position is Wellington based.