

Projects Executive & Administrator Learn & Participate Team

Job Description

TITLE: Projects Executive & Administrator
REPORT TO: Learn and Participate Programme Manager

OVERVIEW:

Learn and Participate (L&P) is the Auckland Philharmonia's education and community engagement programme which inspires over 30,000 people of all ages across Auckland every year to make life-long connections with orchestral music. L&P brings together our professional players with schools, tertiary students, families and communities in a flagship programme that is widely applauded by educators and community leaders. Through the L&P programme we inspire young musicians, connect music makers and music lovers of the present and the future, and offer concerts, workshops, and tutorials for young people across all ages and ethnicities.

PURPOSE OF POSITION

This position is primarily responsible for delivery of our *In Schools* programme. It also involves delivering cross-departmental administrative support for a range of L&P programmes. This is a dynamic position that will work with colleagues to support strategy, planning and other daily operations such as administering concert ticketing for schools events and assistance at our broad portfolio of concerts and events.

Te Rāngai Puoro o Tāmaki, Auckland Philharmonia recognises Tāmaki Makaurau as a vibrant bi-cultural and multi-cultural city. This role, like all roles within the Auckland Philharmonia, is expected to uphold the principles of Te Tiriti o Waitangi and support the orchestra's engagement with diverse communities across Tāmaki Makaurau and the wider motu.

WEEKLY HOURS

This position requires a regular 30 hours per week (0.8FTE) attendance and work on Level 1 of the Auckland Town Hall at the Auckland Phil offices as well as in schools and at performance venues around Auckland as required.

Some weekend and after-hours work is required throughout the year. However, this is a salaried position, the remuneration covers all hours required outlined in the position description. TOIL is available for hours worked outside of an agreed working schedule in line with Auckland Phil policies and procedures.

KEY RESPONSIBILITIES

1. *In Schools* - Programme Delivery and Support

- Undertake planning and delivery of the Auckland Phil *In Schools* programme, including liaising with schools and Auckland Philharmonia musicians.
- Assist with the coordination of additional Learn & Participate programmes with schools such as *Can you be a Conductor*, instrumental scholarships and the respite ticket programme.

- Provide friendly, responsive customer service to schools, musicians and participants.

2. L&P Administration and Logistics

- Administer registrations, ticket bookings and, where required, transport arrangements for Learn & Participate events.
- Maintain accurate records, databases and documentation related to programme delivery.
- Assist with the collection of feedback, data and reporting following events.

3. L&P Events and Engagement

- Provide front-of-house and backstage support at Learn & Participate events as required.
- Assist with the promotion of Learn & Participate programmes, including creating EDMs, maintaining mailing lists, sourcing information and images, and supporting social media content creation.
- Attend and support key Learn & Participate and Auckland Philharmonia events as directed.

4. Team and Organisational Support

- Work collaboratively with the Learn & Participate team to support day-to-day operations and programme activity.
- Provide information and assistance for funding applications when required.
- Undertake other duties consistent with the role as requested by the Learn & Participate Programme Manager and Senior Director of Strategy & Engagement.

KEY SKILLS AND EXPERTISE

- Administrative experience with strong organisational skills
- Ability to use Microsoft Office Suite
- Excellent level of verbal and written communication skills
- Positive and outgoing approach
- Ability to work independently and as part of a team
- A passion for education, music and the community

Desirable

- Experience in music performance and/or music education
- Previous project delivery experience
- Ability to read music
- Sound knowledge and experience of orchestral music
- Full driver's licence and access to a car