

Tertiary Projects Executive Job Description

TITLE: Projects Executive – Tertiary
DEPARTMENT: Learn & Participate
REPORT TO: Learn & Participate Programme Manager

LEARN & PARTICIPATE 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, university students, families & 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 the community of Tāmaki Makaurau.

PURPOSE OF POSITION

This role is positioned to work across the University of Auckland School of Creative Arts and the Auckland Philharmonia to manage the Tertiary Programme and the Haydn Staples Piano Scholarship Programme. Additionally, the Projects Executive will be expected to contribute to the wider L&P programme as required by the Senior Director of Strategy & Engagement and L&P Programme Manager.

Te Rāngai Puoro o Tāmaki, Auckland Philharmonia recognises Tāmaki Makaurau as a vibrant bi-cultural and multi-cultural city, shaped over generations by mana whenua and mātāwaka. 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.

KEY RESPONSIBILITIES:

1. Delivery of the Tertiary Programme

- Work with the University of Auckland School of Music staff to maintain an excellent partnership and working relationship.
- Lead the planning and delivery of the Tertiary programme, including but not limited to: Aspiring Musicians programme, Composer Workshop Series, Orchestral Fellowships & Internships, Masterclasses and Young Composer-In-Residence Programme
- Identify and maximise opportunities for the Tertiary programme, particularly through relationships with other arts organisations, community groups and other partners
- Promote Tertiary events through appropriate channels to students as required, both to promote upcoming events and to share news of past events
- Build and maintain strong relationships with the University of Auckland student body to understand the needs of this stakeholder and ensure meaningful opportunities for engagement with the Auckland Phil
- Liaise with Auckland Philharmonia musicians, artists, students and venues as required to facilitate mentoring sessions, auditions, masterclasses and other events
- Manage the Tertiary programme budget, including fee negotiation and processing of contractor invoices
- Maintain stringent data collection on events and deliver regular programme reports to appropriate funders
- Maintain regular evaluation of Tertiary programmes to ensure it's continuing development, in collaboration with all stakeholders

2. Delivery of the Haydn Staples Piano Programme

- Facilitate the delivery of the Scholarship programme, including regular meetings with the scholars, organising two recitals and smaller solo performances as required
- Organising mentoring with Auckland Philharmonia musicians in preparation for the Chamber Recital
- Maintain regular updates with Staples Education Foundation regarding the scholars' activities, including quarterly reports
- Manage the Haydn Staples programme budget, including fee negotiation and processing of contractor invoices

3. Contribute to wider Learn & Participate activities and strategy

- Work front of house and assist backstage where required at Learn & Participate events, which may include weekend and evening work
- Maintain accurate records of key data in Learn & Participate data collection documentation
- Support and enhance relationships established by the Senior Director of Strategy and Engagement
- Contribute to long-term Learn & Participate strategic planning and evaluation
- Support marketing of L&P programme providing marketing materials as required, including sourcing information and photos, supporting administration of social media posts, updating and maintaining subscriber databases, and creating and managing a schedule of EDMs
- Other duties as required.

KEY SKILLS REQUIRED:

- Strong organisational skills
- Experience with using Microsoft Office Suite
- A passion for education, music and the development of young people
- Friendly, outgoing disposition
- High level of verbal and written communication
- Ability to work collaboratively within a team
- Ability to work with a range of different people in a positive and supportive manner
- Ability to work on multiple projects simultaneously to strict deadlines
- Sense of initiative and an ability to think creatively
- Ability to work flexible hours

DESIRABLE SKILLS & QUALIFICATIONS:

- 1 year of experience in a similar role
- Full driver's license and access to a car
- Ability to read music
- Sound knowledge and experience of orchestral music
- An understanding of safeguarding measures when working with young people

WEEKLY HOURS

0.9 FTE (4.5 days a week) and flexible working in line with the organisation's work from home policy.

The employee will be required to attend meetings, concerts and events during evening and weekend hours. Domestic travel may be required. TOIL is available for hours worked outside of an agreed working schedule in line with Auckland Phil policies and procedures.