

POSITION TITLE - Arts Practice Director, Theatre Dance & Festivals

Job Band:	5
Team:	Arts Development
Reports to:	Manager Funding Services and Manager Investment Services
No of Direct Reports:	0
Financial Accountabilities:	-
Location:	Wellington or Auckland or Christchurch

CREATIVE NEW ZEALAND'S PURPOSE

Creative New Zealand is the national arts development agency. Our purpose is to encourage, promote and support the arts in New Zealand for the benefit of all New Zealanders.

WHAT WE DO

Creative New Zealand's support for the development of the New Zealand arts sector is provided primarily through our funding programmes. We also deliver a range of programmes to build the capability of artists and arts organisations, and to advocate for the arts.

TEAM PURPOSE

The Arts Practice team is responsible for leading Creative New Zealand's engagement with all major arts practices, providing strategic advice on the direction and development of each art practice area, and providing subject matter expertise to support Creative New Zealand's funding and investment decisions, strategic and corporate plans.

JOB PURPOSE

The Arts Practice Director, Theatre, Dance and Festivals leads Creative New Zealand's engagement with the Theatre sector, the Dance sector and the Festivals sector, provides strategic advice on the direction of Theatre and of Dance, and provides independent specialist knowledge of Theatre, Dance and Festivals to support Creative New Zealand's funding and investment and strategic and corporate plans.

ACCOUNTABILITIES:

KEY RESULT AREAS	CRITICAL TASKS	PERFORMANCE INDICATORS
<p>Relationship Management</p>	<p>Develop an annual relationship management plan to guide sector engagement purposefully</p> <p>Develop and maintain key relationships across the Theatre Dance and Festivals sectors, including with applicants, clients and practitioners</p> <p>Represent Creative New Zealand at arts events/meetings etc as agreed</p> <p>Develop and use structured systems and processes to ensure regular follow-up and contact occurs with key Creative New Zealand applicants, clients and practitioners</p> <p>Develop and build positive and sustainable relationships with other Creative New Zealand staff across the whole organisation</p> <p>Proactively share information about key clients and practitioners with other Creative New Zealand staff</p> <p>Represent and promote Creative New Zealand at appropriate seminars, conferences and similar events, as appropriate</p>	<p>Annual relationship management plan agreed with Managers, implemented, and outcomes agreed</p> <p>Strong relationships and networks built with Creative New Zealand applicants, clients and practitioners in order to identify trends in the relevant area of practice.</p> <p>Attendance at relevant performances, showings and meetings</p> <p>Client feedback on timeliness and quality of follow-up and contacts</p> <p>Information is shared with relevant staff in a timely manner</p>
<p>Arts Advice</p>	<p>Provide timely, well researched, accurate and independent advice to Panels regarding application quality</p> <p>Feed into the provision of timely, well researched and accurate advice to the Arts Council as required</p> <p>Contribute to art form development discussions</p> <p>Attend relevant performances, exhibitions, showings and/or readings so that subject matter expertise remains current</p> <p>Provide advice to CNZ and the sector to enhance the artistic vibrancy and health of the sector generally</p> <p>Undertake a strategic representation role as agreed, providing appropriate reports and recommendations on medium and long-term critical sector issues</p> <p>Provide subject matter expertise as required to the core funding and investments programmes, from pre-application to post-assessment and evaluation</p> <p>Work collaboratively to inform and support Creative New Zealand's research programmes</p>	<p>Proactive, quality, accurate and timely advice and well researched and structured papers are provided</p> <p>Robust and relevant art form development policy is provided</p> <p>Thorough notes added to GMS on collective and individual quality of funding, investment and capability applications</p> <p>High quality advice is provided to applicants, clients and practitioners on Creative New Zealand's direction and priorities within the relevant area of practice</p>

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	Contribute to Ministerial, Council, committee(s), and other briefings as required	
Knowledge Management and Evaluation	<p>Identify areas where CNZ could add value through knowledge transfer and design, and agree on service delivery accordingly</p> <p>Contribute to the development of CNZ strategic priorities with respect to relevant arts practice and strategy</p> <p>Provide information for staff to assist them in policy development.</p> <p>Evaluate client reports and ensure accurate information is recorded and analysed</p>	<p>Policy position of Creative New Zealand and regular and effective interaction between Creative New Zealand and the arts sector can be seen to be improved</p> <p>Colleagues supported to extend their knowledge and understanding of current practice around portfolios</p> <p>Regular reports provided to staff and Council on the results of CNZ's investment decisions in the relevant arts practice area</p>
Māori and Pacific Responsiveness	<p>Contribute to the development of CNZ's responsiveness to Māori and Pacific peoples</p> <p>Actively support implementation of Māori and Pacific responsiveness within the Arts Development Team</p> <p>Develop understanding and skills to work effectively with Māori and Pacific people</p>	<p>Support key staff and management in the development of Māori and Pacific responsiveness across CNZ</p> <p>Demonstrates understanding of and empathy for kaupapa and tikanga Māori whenever appropriate</p> <p>Use and understand basic greetings in te reo and other Pacific languages</p>
Projects and Initiatives	<p>Contribute to key projects and initiatives through collaborative, cross-functional project teams to deliver Creative New Zealand's strategic and corporate goals (e.g. may include key events or awards)</p> <p>Participate in special projects, as agreed with your line manager and in line with Creative New Zealand's approach to project management and in collaboration with colleagues</p> <p>Contribute and/or lead new or special initiatives that are in line with Creative New Zealand's strategic and business plan, as agreed with your line manager</p>	<p>Contribute to major sector events, awards or similar initiatives</p> <p>Contribution to projects maximises the effectiveness of personal skills, knowledge and experience, as well as those of other team members</p> <p>Development of initiatives that support Creative New Zealand's strategic and business plan</p>
Team Contribution	<p>Continually identify improvements to team services and processes</p> <p>Contribute to the development of a strong team spirit within the Arts Development team</p>	<p>All targets in the work plan successfully met on time and within budget</p> <p>Demonstrate a positive and proactive approach to team development</p>

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Team Contribution	Participate positively and actively in team activities, meetings, planning activities and general team development	Act as a positive role model for other staff. Be willing to assist and support their development
	Contribute to cross team projects as required	Actively support and encourage cooperative ways of working and knowledge sharing within the team and across Creative New Zealand
	Encourage and demonstrate knowledge sharing within the team and across Creative New Zealand	
	Be open to feedback from colleagues	

KEY RELATIONSHIPS

Internal: Executive, Senior Manager Arts Development, Manager Investment Programmes, Manager Funding Services, Manager Assessment Services, Funding Advisers, Business Services

External: Artists and groups, arts organisations, national and regional funding agencies

EDUCATION, SKILLS, KNOWLEDGE, EXPERIENCE

Essential:

- superior understanding of the New Zealand arts sector with extensive knowledge of the Theatre and/or Dance practice area
- established and credible professional networks in the arts sector
- proven ability to use chains of direct and indirect influence to achieve strategic outcomes
- demonstrated experience in providing high level strategic advice and recommendations leading to a direct impact on an organisation's operations and processes
- proven ability to probe issues for the relevant facts in order to identify and propose workable solutions to complex problems
- willingness and ability to travel nationally and internationally to attend sector events as necessary

Desired:

- Degree qualifications in an arts related discipline