



**MANAGER New Zealand Secondary Students' Choir
(NZSSC)
(part-time 0.6 – 0.7 FTE)**

THE JOB
(May 2022)

OVERVIEW

Your role will be to manage the logistical preparation and planning of all NZSSC's activities, including scheduling, administration, travel arrangements, choir communications and concert delivery, and you will manage the delivery of touring, both within New Zealand and occasionally overseas.

REPORTING

Reporting directly to the Chief Executive or any other representative that the Trust nominates.

Direct Reports: None

Other important contractual relationships managed:

The Manager NZSSC works in close association with the Music Director, the Music Team (for whom the Music Director is responsible) and the Student Welfare and Logistics Manager, any contracted tutors as well as the Manager of NZYC and VOICES NZ, the Marketing Manager and the CE.

TIME COMMITMENT

The commitment for this role is envisaged to be 0.6 – 0.7 FTE (24 - 28 hours per week). This role is Wellington based. Travel outside Wellington for touring and key relationship management is required. With singers being secondary students all touring takes place during school holidays, therefore the Manager NZSSC must be available for some touring during school holidays (NZSSC tours approx. one week of every school holiday break).

CORE ASPECTS OF THE ROLE

Primary Responsibilities

- Administration, budget setting and management for all aspects of the Choir, including liaising with the Music Director, Student Welfare and Logistics Manager, marketing and publicity staff and contractors concerning auditions, choir courses and tour travel.
- Sourcing, preparing and follow-up of concert and festival performance opportunities.
- Facilitating the joint management of the music library and choir uniform distribution and collection. Source, order, distribute / hire out, collect and store as required.
- Organisation of all travel and accommodation requirements for auditions, choir courses and tours.

- Support publicity and marketing staff who implement our digital strategy, maintain the NZSSC website, ticketing, newsletters, media releases, interviews, advertising, promotions and recordings.
- Contribute to identifying funding opportunities and the preparation of funding applications for NZSSC specific activities, and post event reporting
- Building strong relationships and providing effective communication with members and their families
- Primary responsibility for creating a tour environment that strictly follows the trust's health and safety guidelines.
- Manage the production of recordings, including the sourcing of a recording engineer, copyright licencing, design, and printing.

SPECIFIC RESPONSIBILITIES

Administration

- Preparing and distributing Choir members' contracts and information pertaining to membership of the Choir;
- Attending to incoming and outgoing correspondence pertaining to NZSSC;
- Facilitating archive maintenance and matters of historical interest concerning the Choir.

Accounting

- Preparing annual budgets including NZSSC specific fixed annual expenses and individual courses/tours in conjunction with the CE
- Providing receipts and tour expenses for reconciliation and accounting to Choirs NZ's Accountant.

More about Choirs Aotearoa New Zealand Trust

The trust has been managing national choirs since 1979 when New Zealand Youth Choir was founded as the first national youth choir in the world. Apart from NZYC, the trust also manages Voices New Zealand and the New Zealand Secondary Students' Choir.

ChoirsNZ is funded by Creative New Zealand under a currently 6-year agreement (2020-2025). While we have been doing some great things over the past 4 decades including winning the 'Choir of the World' title, we are keenly pursuing development in the following areas:

- Outreach and education
- A truly professional choir (Voices New Zealand)
- Our 'own' Tikanga Māori
- Public presence (regional and nationwide through the choirs/singers and online)

Salary indication: \$55-65,000 pro rata

Applications: Cover letter and CV to joinus@choirsnz.co.nz

For any questions please contact Arne on 027 2761751 or ceo@choirsnz.co.nz

Closing date: Sunday, 12 June, 2022