



## **OUTREACH & ENGAGEMENT MANAGER (full-time with flexibility)**

THE JOB  
(September 2022)

### OVERVIEW

As a growing organisation our outreach work in the community, education and wellbeing sector is also increasing and this role will manage all outreach activities across the organisation. Choirs Aotearoa manages three iconic vocal ensembles, the New Zealand Youth Choir, NZ Secondary Students' Choir and the professional Voices New Zealand.

The management includes the development and implementation of Choirs Aotearoa's outreach programme.

The current outreach programme includes:

- workshops and performances in schools,
- conductor and vocal coaching internships across the three choirs
- *Compose Aotearoa!* a national choral composition competition
- ChoirLab - the CANZ digital learning platform

and is set to grow into structured programmes of

- delivering the activities of a new Training Choir
- Voices New Zealand singers mentoring programmes
- working into the corrections system
- programme to support wellbeing through singing, and
- the exploration of other opportunities.

You would work closely with the Chief Executive, the Artistic and Choir Managers to develop and implement these programmes.

### REPORTING

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

### TIME COMMITMENT

The commitment for this role is envisaged to be 1 FTE (40 hours per week), but flexibility can be considered. This role would preferably Wellington or Auckland based, but here also, flexibility is offered.

## CORE ASPECTS OF THE ROLE

### **SCOPING AND IMPLEMENTING**

- Develop the scope for each programme
- Research and present ideas for new programmes
- Identify and liaise with the appropriate singers and staff involved in the programmes
- Liaise with choir managers if the choirs are involved
- Liaise with the programme contacts at the schools, venues, and organisations this programme services
- Manage the logistics of the programmes including contracting, travel and accommodation bookings where required
- Contribute to grant applications for outreach project specific grants and their reconciliation

### **Relationship building and documentation**

- Be the contact person for external organisations involved in the outreach programmes
- Proactively develop a national resource database of teachers, organisations, venues and presenters the outreach programmes cater for

### **Strategic Development**

- Support the Chief Executive and artistic team in developing and implementing new strategic ideas for the outreach portfolio
- Assist in developing the annual plan of outreach activities
- Assist with developing regional support networks
- Organise assistance and volunteers as required