



ASSISTANT PRODUCER

THE JOB
(November 2022)

OVERVIEW

Your role would be to provide producing support to all activities of our three iconic vocal ensembles, the New Zealand Youth Choir, New Zealand Secondary Students' Choir and Voices New Zealand.

The assisting producing work includes the logistic preparation and planning of the choir's activities, travel arrangements, scheduling and administration. You would also contribute to tour-managing the choirs within New Zealand from time to time and support the touring party and artists on the road.

You would work closely with the choir managers to support and learn the development of project budgets, funding applications, music score sourcing and distribution, recording, marketing and the day-to-day arts management of our touring artists.

This is a great entry level position that is also suitable to graduates to learn everything about arts management.

REPORTING

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

TIME COMMITMENT

The commitment for this role is to be full-time. Frequent national and regular touring is part of this role's scope. Weekend work and concerts will occur as can be expected from being part of the performing arts sector. Annual schedules are usually set by November for the following year.

CORE ASPECTS OF THE ROLE

Production Management

Assist with:

- Logistic planning for choir projects supporting the Choir Managers
- Preparation of project budgets
- Administration associated with the choirs on a day-to-day basis
- Organise choir projects - including booking travel, accommodation, venues, catering
- Organise any related choir activities such as auditions, attendance at arts festivals, recording sessions and special performances as appropriate
- Work closely with the Artistic and other project staff to ensure efficient running of choir activities
- Ordering and distribution of new music for projects where required

- Contracting all artistic staff, other artistic contributors (i.e. accompanists, vocal coaches) and VOICES singers
- Application for project specific grants and their reconciliation

Tour Management

as required assist with:

- the tour management for any of our three choirs, transportation and well-being of tour party, venue relationship in situ, venue and basic stage set-up, and accommodation
- supporting that the health and safety policies are adhered to and manage any incidents

Financial Management

assist with

- Preparing and managing annual operational and capital budgets
- Monitoring and control project expenditure within budget parameters
- Assisting Choir Managers with funding applications for choir projects
- Liaising with the Finance Manager to ensure course costs are paid in a timely manner

Administration

- Contribute to undertaking the day-to-day running of the office
- Contribute to maintaining choir archives and music library including occasional external hireage

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 Maori
- Quality singing opportunities for primary school-aged children
- Public presence (regional and nationwide through the choirs/singers and online)

Salary: \$52,000

Our Choirs:

<https://www.facebook.com/nzyouthchoir/>

<https://www.facebook.com/voicesnewzealand>

<https://www.facebook.com/NZSSChoir>

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

Closing date: Tuesday, 29 November, 2022