

## Music Funding Administrator

<b>Whakaahuatanga o te tūnga mahi   Role description:</b>	Music Funding Administrator (Fixed-Term)
<b>Tuku Ripoata   Reporting to:</b>	Head of Music
<b>Tuku Ripoata   Direct Reports:</b>	Nil
<b>Wāhi Tari   Location:</b>	Auckland
<b>Tīmatanga   Effective from:</b>	2 September 2024 or before until 2 May 2025

### He kōrero e pā ana ki Irirangi Te Motu | About NZ On Air

NZ On Air is a public media entity created to reflect and develop New Zealand identity and culture. Our mandate includes specific instruction around ensuring diverse, traditionally underserved audiences are provided for, and promotion of Māori language and culture.

### Our Values

#### Manaakitanga | Care

- We put people first – our staff and stakeholders.
- We treat everyone with mana and respect.
- We are inclusive, supportive, and empathetic.

#### Kaitiakitanga | Guardianship

- We understand the responsibility of enabling and nurturing creativity/content creators.
- We ensure the taonga we fund authentically reflect and serve Aotearoa.
- We are professional and transparent in our decision-making.

#### Maia | Courage

- We know what we are here to do and will take purposeful risks to get there.
- We are brave; we act with integrity when we have to make hard decisions.
- We have the confidence to lead change where it is needed.

## Koronga o te Kaupapa | Purpose of this role

The **Music Funding Administrator** is responsible for the administrative tasks that will support the Music Funding Team and the Auckland office. Reporting to, and assistant to the Head of Music, the Music Funding Administrator will also provide key administrative support to the Music Funding Advisor with a range of tasks for funding rounds, including data entry, filing, and assisting with the online funding rounds. The person in this role will also provide administrative support to the other members of the Music Funding Team and the Auckland office.

## Hua taketake | Core Deliverables

### **Funding Administration**

- Provide administrative support to the Music Funding Team during various music funding rounds, ensuring smooth execution and efficient team assistance.
- Assist in administering New Music Single, Project, and Focus funding rounds, including conducting application criteria checks, verifying previous performance records, generating reports as needed, preparing for panel meetings.
- Ensure funding round documentation is consistent and uploaded correctly.
- Set up assessment spreadsheets and documents for assessment huis.
- Data entry, tracking and report progress on funding rounds and applications.
- Paper set up and creation of comparative tables data.
- Drafting and proofreading of funding decision letters
- Maintain the Music team Sharepoint filing system.
- Comply with the Public Records Act in line with NZ On Air policies.
- Contribute to efficient and effective systems for funding administration and organisation, ensure records are managed in accordance with NZ On Air's record management policies.

### **Communication Administration**

- Monitoring multiple inboxes within the music team, prioritising the Music Team inbox, and directing enquiries to appropriate personal.
- Ensure timely and effective communication of information.

### **Auckland Office Administration**

- Support the Head of Music and Head of Operations, Partnerships and Culture to ensure the office environment is ready to go everyday
- Guest hospitality for when visitors are in the office
- Manage daily mail and courier requirements.
- Support Funding Teams in transport and catering requirements for Funding Assessment meetings.
- Ensure all office supplies, kitchen included, are maintained, and ordered as required.
- Initiate service calls and liaise with tradespeople as and when required.

- And other projects are required from time to time

### **Mahitahi | Teamwork**

- Actively collaborate with colleagues to achieve new ways to be more effective, agile and adapt to changing expectations.
- Actively contribute to a strong team service culture that supports the Music Funding Team to work efficiently and professionally.
- Ensure high performance throughout the organisation through timely, effective, and regular collaboration and sharing of learning and knowledge.
- Contribute to regular team meetings to ensure communication is effective and foster a positive, supportive and highly functional team culture.
- Champion NZ On Air's culture and values and inspire colleagues to deliver exceptional work.

### **Hauora, Haumaru me te Oranga | Health, Safety and Wellness**

- Ensure all Health, Safety and Wellness policies, practices and initiatives are adhered to, and any incidents or issues are raised appropriately in line with NZ On Air and Health and Safety policies, including extending processes to visitors and contractors.

### **Ko ōhou pūmanawa | What you bring**

- Understanding of the breadth of support and coordination functions required in a small sized organisation
- Ability to coordinate several complex tasks at the same time
- IT proficiency and experience with database administration especially Microsoft Office
- A relevant tertiary qualification is desirable, or proven experience in a similar role
- Excellent time management abilities
- Excellent attention to detail
- Effective communication and interpersonal skills
- An interest in the music and media environment with particular appreciation of the wider media and public sector environment
- Additional skills (eg. knowledge of te reo Māori) are helpful
- Passion for New Zealand music
- Strong sense of New Zealand's unique identity and breadth of culture.
- An ability to forge effective working relationships with colleagues and stakeholders across a range of disciplines and seniority.
- Proven pragmatic sense of how to get things done and how to collaborate with other team members.
- Commitment to working in an organisation which supports the Crown as a Treaty partner.