




# Position Description

<b>Position title:</b>	Programme Manager	<b>Team:</b>	Performing Arts rūpū
<b>Division:</b>	Tātaki Auckland Unlimited	<b>Reports to:</b>	Director, Performing Arts
<b>Department:</b>	Performing Arts rūpū	<b>Direct reports:</b>	N/A
<b>Unit:</b>	Performing Arts rūpū	<b>Indirect reports:</b>	N/A
 <p><b>Our commitment to te ao Māori</b></p>	<p>We honour te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of Māori. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own understanding and capability to contribute to the delivery of the directorate's Māori outcomes and wider organisation's vision to be responsive to the needs and aspirations of Māori as outlined in the Māori Outcomes Performance Measurement Framework.</p>		
 <p><b>Role Purpose</b></p>	<p>The Programme Manager is responsible for the effective coordination of an annual programme of performing arts, events, and experiences. The role ensures that the programme is strategically planned, well-resourced, and clearly communicated across the organisation, contributing to a cohesive and impactful calendar of activity. A key focus of the role is to support alignment and collaboration across Tātaki Auckland Unlimited to ensure Auckland Live's programme is integrated across venues, the public realm, and city centre initiatives.</p> <p>This role reports to the Director, Performing Arts and collaborates closely with the Performing Arts Lead Team as well as other senior team members from across Tātaki Auckland Unlimited. As a Project Management lead role within the Performing Art rūpū it supports high level planning, strategic reporting and co-ordination of projects as required.</p> <p>The role leads the co-ordination function of the Aotea Arts Quarter project from within Tātaki Auckland Unlimited.</p>		
 <p><b>Key responsibilities</b></p>	<p><b>Key responsibilities and outcomes for the role include:</b></p> <p><b>Programme Coordination and Management</b></p> <ul style="list-style-type: none"> <li>Coordinate programme activity across the Performing Arts rūpū in collaboration with the Manager – Presenter Services, Manager – Performing Arts, Senior Producer, and Senior Programme Lead – Public Realm Programming.</li> <li>Oversee planning and scheduling of programme activities, managing timelines, dependencies, and resources to ensure successful programme delivery.</li> <li>Manage a portfolio of projects within the Performing Arts rūpū as directed by the Director – Performing Arts.</li> </ul>		

- Prioritise programme initiatives in conjunction with key stakeholders to ensure alignment with strategic goals.
- Communicate the Auckland Live programme effectively to internal and external stakeholders, ensuring clarity and engagement.
- Lead the coordination and project management of the Aotea Arts Quarter projects under the direction of the Director, Performing Arts.
- Contribute to the project planning for Aotea Arts Quarter, ensuring the TAU project team has clearly defined roles and responsibilities.

### **Strategic Planning and Reporting**

- Support high-level planning and strategic reporting to enable long-term programme goals and performance insights.
- Assist the Director, Performing Arts with the preparation of reports and provide insights as required.
- Develop and enhance tools and processes for project assessment, evaluation, and reporting.
- Routinely track, manage, and report on assigned projects and programmes.
- Monitor and report on the progress of Aotea Arts Quarter projects.

### **Resource and Stakeholder Management**



- Act as a key conduit across the Performing Arts whānau to understand resource requirements, competing priorities, and project demands.
- Monitor business needs across the Performing Arts rūpū team to ensure resourcing aligns with programme demands, adjusting project scopes as needed.
- Establish and maintain strong interdepartmental relationships with leaders in key departments to maximise cross-team functionality.
- Co-ordinate key stakeholder meetings for Aotea Arts Quarter and ensure key Auckland Live and wider Tātaki Auckland Unlimited staff are appropriately briefed and prepared for meetings



### **Collaboration and Integration**

- Facilitate strong relationships, collaboration, and integration across the Performing Arts rūpū, Auckland Live team, and Tātaki Auckland Unlimited.
- Work closely with the Performing Arts Lead Team and Tātaki Auckland Unlimited colleagues to ensure programme alignment, shared understanding, and collaborative delivery.
- Promote communication and collaboration across Auckland Live and wider TAU business units to ensure a cohesive and integrated programme of events across venues, public spaces, and the city centre.

### **Organisational Obligations**

- Action the organisation's good employer obligations and equal employment bicultural policies and practices.
- As an employee of the organisation, you are required to be associated, as required, with Civic Defence Emergency Management or any exercise that might be organised in relation to this organisation's function.
- Promote a safe and healthy workplace by undertaking responsibilities as outlined in the organisation's health and safety policy and procedures.
- Promote activities and initiatives that assist the organisation achieve its vision and mission.

	<ul style="list-style-type: none"> <li>Promote one-organisation initiatives and action on these service characteristics.</li> <li>As an employee of the organisation, you are required to familiarise yourself with and comply with all organisation policies, including but not limited to the organisation's Code of Conduct.</li> </ul>
 <p>Outcomes</p>	<p><b>Outcomes</b></p> <ul style="list-style-type: none"> <li>Programmes within the Performing Arts rūpū are delivered on time, within scope, and aligned with organisational goals through effective coordination and collaboration.</li> <li>Resource allocation and scheduling are optimised to support efficient and timely programme delivery.</li> <li>Project evaluation and reporting processes are enhanced, providing clear insights for informed decision-making and continuous improvement.</li> <li>Regular progress tracking ensures transparency, accountability, and timely resolution of issues across all projects and programmes.</li> <li>Competing priorities and resource demands are effectively balanced, resulting in smooth delivery and high stakeholder satisfaction.</li> <li>Strategic planning and reporting contribute to the achievement of long-term performance targets and programme objectives.</li> <li>Strong cross-team relationships and alignment foster integrated and cohesive programme execution across Auckland Live and Tātaki Auckland Unlimited.</li> <li>The Aotea Arts Quarter project is effectively managed, with clearly defined roles, robust progress monitoring, and successful milestone achievement.</li> <li>A culture of continuous learning and high performance is embedded, enhancing programme quality and team capability.</li> <li>You are engaged in Māori outcomes planning for the division and can pronounce and use basic te reo Māori in emails, meetings, and conversations. You understand, demonstrate and value the use of tikanga where appropriate.</li> </ul>
 <p>Key skills</p>	<p><b>Key Skills</b></p> <p><b>Sector Knowledge &amp; Cultural Competency</b></p> <ul style="list-style-type: none"> <li>Deep understanding of the <b>New Zealand live performance sector</b>, including its stakeholders, funding bodies, and key agencies.</li> <li>Demonstrated experience working across <b>diverse performing arts genres</b>, both <b>in-venue and in the public realm</b>.</li> <li>Strong knowledge of <b>cultural diversity</b> and a commitment to the <b>bi-cultural partnership</b> that is unique to Aotearoa New Zealand.</li> </ul> <p><b>Programme &amp; Project Management</b></p> <ul style="list-style-type: none"> <li>Skilled in <b>project and programme management</b>, including coordination of <b>multiple workstreams</b> and delivery of <b>complex programmes</b> with diverse stakeholder groups.</li> <li>Proficient in <b>reporting, evaluation, and data interpretation</b>, with the ability to communicate insights effectively to internal and external audiences.</li> <li>Strong <b>time management, planning, and critical thinking</b> skills, with the ability to manage multiple priorities independently.</li> </ul> <p><b>Collaboration &amp; Communication</b></p> <ul style="list-style-type: none"> <li>Demonstrated ability to contribute positively within a <b>large team dynamic</b>, fostering collaboration and shared accountability.</li> <li>Excellent <b>communication skills</b>, both verbal and written, with high attention to detail and the ability to tailor messaging to different audiences.</li> </ul>

	<ul style="list-style-type: none"> <li>Strong <b>customer service ethic</b>, with a sense of personal ownership and responsibility in stakeholder engagement.</li> </ul> <p><b>Flexibility &amp; Technical Proficiency</b></p> <ul style="list-style-type: none"> <li>Willingness to work <b>flexible hours</b>, including evenings and weekends, as required by programme delivery.</li> <li>Proficient in <b>Microsoft Office tools</b> (Word, Excel, PowerPoint), with the ability to adapt to new systems and technologies as needed.</li> </ul>				
 <p><b>Job Requirements</b></p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Tertiary qualification in a related discipline is required or applicants with relevant work experience will be considered.</li> </ul>				
	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum of 5 years' experience in a <b>project or programme management role</b> within the <b>arts, live performance, or events sector</b>, with a proven ability to deliver complex initiatives aligned to strategic goals.</li> <li>Demonstrated experience working with <b>high-performing teams</b> to deliver <b>diverse and complex projects</b>, often in fast-paced and dynamic environments.</li> <li>Proven leadership capability, with a track record of <b>influencing outcomes beyond formal reporting lines</b>, and driving collaboration across teams and functions.</li> <li>Experience managing <b>multi-layered programmes of work</b>, involving <b>multiple internal and external stakeholders</b>, with competing priorities and resource constraints.</li> <li>Familiarity with working in or alongside <b>local government, council-controlled organisations, central government</b>, or similar public sector entities — or transferable experience from other sectors with comparable complexity and governance structures.</li> <li>Experience in <b>strategic planning, programme evaluation, and reporting</b>, with a focus on continuous improvement and data-informed decision-making.</li> <li>Comfortable navigating <b>political and organisational complexity</b>, with the ability to build trust and alignment across diverse stakeholder groups.</li> </ul>				
 <p><b>Key Relationships</b></p>	<table border="1"> <thead> <tr> <th data-bbox="422 1272 954 1301">Internal</th> <th data-bbox="970 1272 1489 1301">External</th> </tr> </thead> <tbody> <tr> <td data-bbox="422 1301 954 1673"> <ul style="list-style-type: none"> <li>Director, Performing Arts</li> <li>Manger, Performing Arts</li> <li>Manager, Presenter Services</li> <li>Senior Producer</li> <li>Senior Programme Lead Public Realm Programming</li> <li>Producers, Creative Producers and Account Managers</li> <li>Venue Planning</li> <li>Other departments as required.</li> </ul> </td> <td data-bbox="970 1301 1489 1673"> <ul style="list-style-type: none"> <li>Auckland Council whanau</li> <li>Industry networks, formal and informal</li> <li>Third party suppliers where relevant</li> <li>City Centre stakeholders</li> <li>Aotea Arts Quarter stakeholders</li> </ul> </td> </tr> </tbody> </table>	Internal	External	<ul style="list-style-type: none"> <li>Director, Performing Arts</li> <li>Manger, Performing Arts</li> <li>Manager, Presenter Services</li> <li>Senior Producer</li> <li>Senior Programme Lead Public Realm Programming</li> <li>Producers, Creative Producers and Account Managers</li> <li>Venue Planning</li> <li>Other departments as required.</li> </ul>	<ul style="list-style-type: none"> <li>Auckland Council whanau</li> <li>Industry networks, formal and informal</li> <li>Third party suppliers where relevant</li> <li>City Centre stakeholders</li> <li>Aotea Arts Quarter stakeholders</li> </ul>
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#### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:

Version date:

Daniel Clarke

October 2025



Job framework

Job function:

Job family:

Job:

DFA

**Budgeted:**

- Opex: \$25,000
- Capex: \$0

**Unbudgeted:**

- Opex: \$0
- Capex: \$0

