

ROLE TITLE:	Event Intern
DEPARTMENT:	TENT 2021 and Aotearoa Art Fair 2022
LOCATION:	Aotearoa Art Fair Office, 321 Karangahape Road, Tāmaki Makaurau Auckland
REPORTS TO:	Co-Directors, Aotearoa Art Fair
CONTRACT DATE:	4 October 2021 – 6 March 2022
WORKING HOURS:	8.30am – 5pm Monday to Friday, (three days / week in October), plus overtime in February and March as required
REMUNERATION:	This is a paid internship and will be remunerated at the hourly rate of \$25 / hour

PURPOSE OF JOB

The Event Intern role will report to the Art Fair Co-Directors for the attainment of operational goals and objectives in relation to TENT and Aotearoa Art Fair.

In the lead up to TENT (3 days per week and full time from 1 November), the Event Intern will:

- Become familiar with some of the basics of event management, including:
 - Assist with uploading and managing all information on the TENT website, including gallery information, artworks, artist information, event information, curated itineraries, and partner information.
 - Gain an in-depth understanding of the database and how it can be used to promote the exhibitions and events that make up TENT
 - Assist with the development of social media posts and e-newsletters to promote TENT
 - Assist with the filing of information received from galleries to ensure information is easily retrievable.
 - Assist as required with uploading information on the Aotearoa Art Fair website

In the lead up to the 2022 Aotearoa Art Fair (full time from 8 November), the Event Intern will:

- Gain experience in multiple aspects of event delivery, including:
 - Event management: Collecting information for individual events within the Fair (public and VIP events) and making it available on the appropriate e-platforms (website / VIP Portal / social media)
 - Website management: Working with the Directors and the Fair Manager to ensure that all website information is up to date on all pages, including gallery info, partner info, what's on info, visit info, ticket info, partner restaurant info etc
 - Media relations and marketing: Management of the artwork image files, so they are readily available for use by media, and for marketing of the Fair. Assisting with the posting of social media and construction of E-newsletters.
 - Database: responsible for accurate input of VIP database, so that issuing of tickets etc. goes smoothly, assist with general management of the database to ensure it is well maintained
 - Understand the ticketing system and assist in the administration of ticketing for individuals, galleries, partners and VIPs
 - School Visits: Assist the Fair Manager with the development of a schools visit programme, including liaising with the schools, and recruiting and training tour guides.
 - Assist the Directors and Fair Manager with the set-up and pack-down of the Fair
 - During the Fair: assist with the management of the operations office (includes assisting exhibitors and visitors), ensuring the run-sheet is adhered to, school tours etc.
 - Assisting with other aspects of the Art Fair as and when required.

DIMENSIONS

Number of Staff: No direct reports
Annual Budgets: N/A

KEY INTERNAL RELATIONSHIPS:

Co-Directors of the Art Fair
Fair Manager

KEY EXTERNAL RELATIONSHIPS:

Event providers (galleries, public curators, VIP event providers)
Media / PR agency

DELEGATED STAFF AUTHORITY:

None

APPROVAL FOR CONTRACT NEGOTIATION OR TERMS OF TRADE:

None

KEY RESULTS AND MEASURES

PERSON SPECIFICATION AND COMPETENCY PROFILE

Formal Education and Training:

Essential: Some experience in event administration

Preferred: An interest in contemporary visual arts would be a benefit, but in-depth knowledge is not essential

Skills & Knowledge Required:

- Highly developed interpersonal skills with the ability to work with a diverse range of people
- Attention to detail, high level of accuracy and ability to work under pressure
- Excellent communication skills both oral & written
- Highly degree of computer literacy and experience with use of the Microsoft suite of business applications and photoshop
- Experience in the use of web technologies
- Excellent planning and organizational capabilities with the ability to set and meet deadlines

Personal Qualities & Competencies:

- You will value manaakitanga as a given in the workplace
- You will be solution orientated with a growth mindset
- Excellent attention to detail
- Initiative and self-motivation
- The ability to multi-task while remaining focused and considered
- The ability to work under pressure and prioritise

Communication/Interpersonal Skills

- Ability to relate easily to a wide range of customers and to colleagues.
- Well-developed oral communication skills – listening, asking questions, explaining ideas simply.
- Strong oral reporting and advisory skills.
- Willingness to work flexible hours as required.
- Able to adjust easily to changes in the work environment and to provide leadership to others to do so.
- Able to maintain effectiveness of self and team during periods of change.

Personal Performance

- Uses communication skills to influence decisions. Actively solicits feedback to ensure that all activities and deliverables meet expectations.
- Provide a responsive service to all customers both external and internal and move towards building and sustaining a client-focused business.
- Demonstrates attention to detail with work and process.
- Assist office functions where necessary including assisting with mail outs and general office duties.
- Is a great team player and possesses a solution-oriented attitude.
- Thrives in an agile, fast-paced, exciting work environment.

- Ability to find work to do when you are not otherwise occupied.
- Ability to arrive at work on time ready to work in a professional manner.
- Actively builds and sustains a positive and productive working relationship with customers and other stakeholders.
- Knows and uses strategies to avoid conflict spiral with difficult clients.
- Ensures that lines of communication are kept open and client concerns addressed.
- Focuses clearly on providing quality service to customers.
- Uses common sense.