

## MANAGER, INTERNATIONAL SERVICES & INITIATIVES

Kaiwhakahaere Ratonga ki Tāwāhi, me ngā Kaupapa Hoki

<b>Job Band:</b>	Band 6
<b>Group:</b>	Arts Development Services
<b>Reports to:</b>	Senior Manager, Arts Development Services
<b>Number of Reports:</b>	3 Senior Advisers, 1 Adviser and 0.5 Team Coordinator
<b>Location:</b>	Wellington or Auckland
<b>Hours of work:</b>	Full time

### ABOUT CREATIVE NEW ZEALAND

Creative New Zealand is the national arts development agency of Aotearoa. Our strategic direction is focused on delivering long-term value to New Zealanders through our support for the arts.

### WHAT WE DO

Our work is structured around investment categories which represent the major programmes we run and our deliverable areas of investing in the arts, developing the arts, advocating for the arts and leadership in the arts.

In carrying out our work we recognise in the arts the role of Māori as tangata whenua, the arts of the Pacific peoples of New Zealand and the cultural diversity of the people of New Zealand.

### TEAM PURPOSE

The International Services and Initiatives team develops and delivers internationally focused programmes, projects and initiatives that position New Zealand arts and artists internationally. This includes working collaboratively with key national and international partners to develop audiences in target markets, facilitate relationships and offer opportunities for New Zealand artists. The team also manages specific cultural exchange projects including those with an Indigenous or Pacific focus.

### JOB PURPOSE

The Manager International Services and Initiatives leads and manages the team to deliver Creative New Zealand's internationally focused programmes.

The team is also responsible for providing international audience and market development advice to key internal and external stakeholders and for assisting New Zealand artists, practitioners and organisations to build their international profile and capability across the art forms.

### KEY ACCOUNTABILITIES

#### Programme development and delivery

- Manage the development, delivery, monitoring and evaluation of International Programmes and pilot initiatives.
- Facilitate the identification, selection and allocation of internal and external partnerships and resources needed to deliver initiatives.
- Develop, review and continuously improve the delivery of these programmes.
- Deliver projects, programmes and initiatives to time and on budget.
- Contribute to the development of partnership and project management protocols for CNZ and ensure their implementation.

#### Stakeholder Management

- Proactively negotiate partnerships with national and international arts organisations, Arts Council, cultural and funding agencies.
- Ensure staff develop and maintain sustainable relationships with CNZ's key clients, stakeholders and partners.
- Ensure that relevant, timely and accurate information about international programmes is provided to artists, practitioners and arts organisations
- Exercise sound judgement in the appointment and management of third-party contracts, collaborating with internal stakeholders and identifying and resolving concerns to relevant parties as necessary
- Work proactively and strategically with Managers Investments Services, Assessment Services and Funding Services to provide an integrated service of international programmes which align with all funding decisions.
- Regularly review and identify opportunities to streamline CNZ's international programmes
- Represent CNZ at external events, functions and meetings as required nationally and internationally.
- Develop and maintain positive and sustainable relationships with the Council, Panel members and staff across the organisation.

#### **Trend Analysis, Reporting and Strategic Advice**

- Proactively identify opportunities for international audience and market development strategy development for the sector in line with CNZ's strategic direction.
- Analyse, query and report on data and outcomes of International Programmes and initiatives
- Provide timely, well researched and accurate advice to the Senior Manager, Arts Development, Council, Panels and staff as required, particularly on current programmes and projects and trends across the international marketplace which may affect future decisions or strategy
- Provide strategic policy advice to the Senior Manager Arts Development, and other teams, in line with CNZ's strategic plans. Participate in organisation-wide strategic thinking and policy initiatives to provide current advice on how international opportunities can support the arts sectors continued development.

#### **Building an engaged, multi lensed, high performing team**

- Embed and foster a team culture valuing diversity, inclusion and belonging
- Uplift the mana of the team through strong and effective Tuakana/ Teina relationships – focusing on the hauora of each individual and their development
- Manage the performance and development of the team through regular kōrero and meaningful feedback and support
- Manage workplans effectively and delegate appropriately
- Communicate the vision for the team and inspire creativity, continuous improvement and excellence

#### **Māori and Pacific responsiveness**

- Incorporate Te Kaupapa o Toi Aotearoa into all strategies, programmes and decision making
- Develop strong relationships with the Māori Strategy and Partnerships and the Pacific Arts teams, working collaboratively to deliver more to the sector
- Promote and support Creative New Zealand's strategies and policies
- Actively contribute to the development and implementation of Creative New Zealand's delivery to Māori and Pacific peoples across Creative New Zealand including through Te Hā o Ngā Toi and the Pacific Arts strategy

#### **Leadership**

- Participate actively and constructively in the overall leadership and management of CNZ.
- Encourage cooperation with other teams across CNZ and identify opportunities for collaboration on strategic initiatives.
- Champion our values and lead by example
- Foster an environment

#### **WHO YOU ARE**

- An experienced project or programme manager, with a track record of delivering complex initiatives, ideally in an international context
- A person with a deep understanding and appreciation of issues influencing arts development in New Zealand and overseas.
- A strategic thinker with experience in addressing a changing context and proactively responding to it.
- An inspiring and engaging people manager, with proven success in coaching and developing a high performing team.

- A highly skilled communicator and relationship builder, able to work effectively across cultures and functions to design solutions.

#### **WHAT YOU BRING**

- Good judgement and political nous; the ability to successfully navigate uncertainty and ambiguity; and to see the big picture.
- An understanding of the issues affecting international programmes, initiatives, and audience and market development for New Zealand artists and arts organisations
- Empathy, wisdom and experience working cross culturally, ideally in an international context
- An understanding of what it means to work in an autonomous Crown Entity.
- Understanding of the principles and practice of the Treaty of Waitangi, and the implications of this for the work of Creative New Zealand
- Curiosity and intellectual horsepower, with the ability to develop, test and revise conceptual thinking.
- Excellent stakeholder management experience – able to build and develop mutually beneficial partnerships.
- Energy, drive, and enthusiasm: a positive and proactive approach to engagement and delivery.
- Excellent verbal and written communication skills (including giving high-quality presentations and writing effective reports for decision-makers).