

Job Opportunity

SGCNZ ASSISTANT TO THE CEO

Owing to consequences of COVID-19 and very recent changes in immigration regulations, we are losing our lovely new Assistant, who sadly has to return to the UK. We are therefore urgently seeking a replacement for her.

Background: Shakespeare Globe Centre New Zealand (SGCNZ) was founded as a result of New Zealand's Globe Hangings Project, which involved 500 embroiderers and textile artists nationwide who created 4 huge Hangings for the reconstructed Globe in London, under Creative Director, Kath Des Forges, Executive Designer Dr Raymond Boyce and Project Manager, Dawn Sanders. Instigator of the Globe reconstruction, Sam Wanamaker, persuaded Dawn to establish a Shakespeare Globe Centre in NZ, which, after conducting a feasibility study to determine an 'appetite' for one, she did in 1991. SGCNZ continues to work closely with Shakespeare's Globe. A life skills enhancing organisation through Shakespeare, SGCNZ organises Festivals, workshops, seminars and courses in New Zealand and the UK for students, teachers, actors, directors, emerging practitioners, corporates and Shakespeare devotees. Many Alumni are successful on stage, screen and in various arts roles as well as in a wide variety of professions, utilising the transferable skills attained throughout activities.

In order to continue to flourish and provide opportunities for some 5500 participants, young people from 5 – tertiary age, teachers and senior arts practitioners, SGCNZ is working on future-proofing the organisation with succession planning in mind.

SGCNZ's annual 'cornerstone' events are outlined below:

With its strong focus on education, SGCNZ has organised its annual Regional University of Otago Sheilah Winn Shakespeare Festivals (SGCNZ UOSWSF) throughout the country since 1992. There are now 24 regions, involving over half the schools with secondary students nationwide and HomeSchoolers. This year, because of COVID-19, these were held digitally for the first time. The National SGCNZ UOSWSF was also digital. Some Workshops were offered electronically, while others may be presented over a weekend later in the year.

SGCNZ National Shakespeare Schools Production comprises an intensive residential week for 46 students selected from the Festivals and Costume and Music Competition winners.

Other events and activities on which the Assistant to the CEO will work include SGCNZ Young Shakespeare Company, SGCNZ Teachers Go Global, Dance Nimble Soles, SGCNZ Primarily Playing with Shakespeare (PPWS) - SGCNZ's programme for primary school aged students designed to introduce the very young to the Bard's works in a fun and accessible way. Currently SGCNZ PPWS is offered only in Wellington and Auckland, though interest will result in it expanding into other regions.

SGCNZ offers 6 Competitions in costume design, music composition, static image, poster and video title card design and essay writing. Processing entries for judging, display and return are tasks to be undertaken.

Assisting with ad hoc performances, fundraising events, funding applications and compliance, light financial duties, design, social media, PR, interaction with teachers and general arts administration are among other tasks to be undertaken.

For more details of SGCNZ's programmes and activities, visit our website sgcnz.org.nz

Qualifications and Capabilities:

- Arts Degree, Arts and/or Event Management Diploma or equivalent prior experience
- High competency in computer skills – Microsoft Office programmes, Google docs and analytics
- Web design and maintenance capability
- Design skills

- A minimum of 5 years of financial acumen – familiarity with Xero, and willingness to learn and adopt fully SGCNZ financial recording systems
- A minimum of 5 years' experience in sponsorship, fundraising and gaming applications
- High level of competence and accuracy in English
- Experience in writing media releases and other promotional material
- Resilience and ability to manage self and others effectively in complex and fluid situations
- Driver's licence

Key Competencies:

The applicant must display a reasonable number of the following competencies -

Is:

- able to demonstrate a proven record of at least 5 years in arts and/or event management
- interested in Shakespeare
- actively keen on attending theatre
- creative in design
- willing to quickly become familiar with and enact the vision, strategic direction, ethos and activities of SGCNZ
- able to efficiently use MS Office, Filemaker, a design programme, digital performance and other agreed software applications competently
- able to engage all forms of social media to a high level of competency
- able to demonstrate a high standard of accuracy in written and oral communication skills
- willing to undertake promotion of events
- willing to assist with preparation and hosting of our events and activities
- willing to be flexible regarding varying timing, with negotiated time off in lieu
- willing to be a co-supervisor at certain events
- willing to do menial tasks as required
- able to use initiative and demonstrate flexibility
- capable of managing volunteers and interns
- willing to work and interact with all age groups
- capable of working in isolation and independently
- efficient and has strong organisational skills
- able to deliver results in a timely and appropriate manner
- aware of appropriate presentation and dress code
- able to maintain a sense of humour, be resilient, and have a positive and 'can-do' attitude
- willing to demonstrate a genuine interest in developing the capability to be a highly effective 2IC to the SGCNZ CEO

Police Vetting - The successful applicant will be Police Vetted for working with young people.

How to apply

- Write a one page letter (up to 400 words) stating why you wish to be appointed to this role
- Attach a CV including date of birth and previous experience (max 2 pages)
- Provide contact details of 2 arts or education related referees, who are willing to be contacted
- Complete form on the website: sgcnz.org.nz

Applications close at 5pm on Wednesday 23 September. The position is available from 19 October 2020

- Interviews of shortlisted applicants will be held in person (depending on COVID-19 regulations), or Zoom, or Skype. Include your preferred contact mode if shortlisted
- State earliest date from when you could be available after the closing date

- Send to: Dawn Sanders ONZM QSM, SGCNZ CEO E: dawn@sgcnz.org.nz (max 2 MB with AtoCEO & your name in the subject line) SGCNZ, PO Box 17 215, Wellington 6147 or courier to Dawn Sanders, 12 Cargill Street, Karori, Wellington 6012 *Confidential*

All applicants must have the legal right to work in New Zealand

Job Details

Organisation

Shakespeare Globe Centre New Zealand

Closes

23 September 2020

Posted

9 September 2020

Region

Wellington

Work type

Arts & Education