

**TE MANA TŌPŪ O HAUMANU INCORPORATED SOCIETY
POSITION DESCRIPTION**

Position: Kaiwhakahaere | General Manager

Hours: 30 hours/week

Start Date: July 2025

Term: 12-month contract

Te Matawhānui: Vision

“He ara pūoro, He ihi reo, he wehi oro, he wana
ora (To nurture, to grow)”

Te Aka Matua: Mission

“Kia mau, kia whakatipu, kia tuku iho ai ngā taonga
pūoro Māori (To vitalise, grow and enable taonga pūoro Māori to reverberate
across generations)”

Kei aku pōhoi kura, tēnā koutou

***Ko Te Mana Tōpū o Haumanu e whakamānawa atu ana ki a koutou, e ngākau nui ana
ki te tai haruru nō tuawhakarere iho. Ki a koutou te hunga pakari e whakapeto ngoi ana,
kia whakapiki ake ai ngai tātou ki ngā karamatamata nui. Tēnei te reo o Haumanu e
mihi atu ana, ā moroki noa nei.***

***Ko tēnei te reo karanga o Haumanu ki a koutou, kia piri tahi ai ki a mātou. Kia eke
panuku, kia eke hohoro, kia anga whakamua tēnei kaupapa nui whakaharahara o tātou,
ā, ko te tuakiri tangata te take, ko te ākengokengo te take.***

Nau mai, haere mai ki a mātou, hoake tāua ki te tihi o angitū.

Angiangi te muri whakarua, tutū te ngaru o te moana, ka tere te ihupuku

Tihei Mauri Ora!

Haumanu Collective have been working hard the last 5 years to promote and elevate the visibility of Taonga Pūoro through a range of exciting projects. We have now moved into an Incorporated Society Te Mana Tōpū o Haumanu Inc (TMTōH) – the collective is entering a new phase of growth and opportunity. To support this journey, we are seeking a dynamic Kaiwhakahaere to join our kaupapa and help shape the future, ensuring Taonga Pūoro continues to flourish.

Primary Role:

As the Kaiwhakahaere, you will work closely TMTToH to make our strategic plan a reality. You will handle daily operations, finances, management, compliance, administration, and secure funding opportunities that will strengthen the relationships and the kaupapa of Haumanu into the future. You will bring a strong combination of leadership, organisational skills and hands-on problem-solving, alongside a passion for supporting our practitioners and artists through effective administration. You are proactive, organised, and can be solutions based whilst working across tasks and projects.

What We're Looking For:

- Strong leader with excellent organizational and problem-solving skills.
- Commitment to Te Reo me ona Tikanga
- Passionate about supporting artists through effective administration.
- Proactive and ready to take on various tasks.

Key Skills & Experience:

- Understanding of the arts funding environment in Aotearoa
- Business planning, financial management, office administration
- People skills and strong relationships in the arts
- Commitment to Mātauranga Māori & Te Tiriti o Waitangi principles
- Commitment to Te Reo me ona Tikanga
- Governance and compliance
- Marketing and communications
- Excellent communication and time management

Responsibilities:

- **Strategic Planning:** Help develop and manage annual activity plans for the TMTToH.
- **Funding:** To secure funding to support TMTToH kaupapa, aspirations and activities
 - Develop a fundraising strategy to grow new sources of revenue with TMTToH.
 - To preserve and grow existing benefaction, funding, and sponsor relationships.
 - To support TMTToH to develop new funding relationships with sponsors and the philanthropic community of individual donors, trusts, and foundations with a view to increase funding support for the TMTToH and its work.
- **Operations:** To monitor and manage operational and forecast budgets and regularly report on organisational performance against approved budgets
- **Financial Management:** Develop and manage budgets and financial reports. To coordinate the preparation of accounts for Board and management reporting
- **Compliance:** Ensure the TMTToH follows all relevant laws and regulations.
- **Administration:** Provide administrative support for delivery of the artistic programme.
- **Marketing:** To promote Haumanu Collective kaupapa and its vision both nationally and internationally.
 - Oversee website, social media, and communications update and information.

- To develop and manage individual marketing campaigns for projects, and work with marketing to set up ticketing, listings, advertising, and copywriting.
- To ensure sponsorship & funding obligations are met in marketing campaigns.
- To ensure professional level standards of editing and copywriting apply to all organisational correspondence, marketing, and publicity materials including in te reo Māori.
- **People Management:** Manage contract staff and ensure HR strategies are in place.
 - To lead by example, always exhibiting manaakitanga to all people as a representative of TMTToH

Reporting to: Mangai / Chair or Co-Chairs of Te Mana Tōpu o Haumanu Inc
& Haumanu Collective Committee members

Responsible for: Administration assistance
Marketing and online services
Contractual Services to TMTToH

Other key relationships:

Haumanu Collective practitioners & whānau whānui
Ministry of Culture and Heritage
Creative New Zealand
Māori and Indigenous Artists & Community
National and International Funding bodies
Huia Publishers
TMTToH Accountant
TMTToH Insurances
TMTToH lawyer

*Other duties as required. The position may include some evening and weekend work related to production seasons and schedules.

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