

# Whānau Mārama: New Zealand International Film Festival

## Job Description

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<b>Position:</b>	<b>Artistic Director</b>
<b>Reporting to:</b>	<b>Chair of the NZFF Trust (on behalf of the Trust Board)</b>
<b>Reports:</b>	Festival Manager, Festival Co-ordinator, Programming Team, Publications Editor, Marketing and Promotions

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### OUR PRIMARY PURPOSE

To develop, support, encourage and enhance knowledge, awareness and an understanding of international moving picture culture in New Zealand.

### OUR DIRECTION / VISION

Provide a platform for artistic outreach with high standards of presentation (both on and off-screen) that is independent, authentic, trusted and unique, and valued by both film-goers and filmmakers.

### OUR DESIRED OUTCOMES

- Premium annual international film festival
- Long-term viability
- Rewarding, dynamic and inclusive audience experience
- Beneficial relationships with stakeholders.

Whānau Mārama/ New Zealand International Film Festival (NZIFF) is an annual event, operated by a Charitable Trust, the New Zealand Film Festival Trust (NZFFT).

NZIFF screens in up to 10 centres annually from July to September and is an eagerly awaited and anticipated cultural highlight of the New Zealand winter. The programme features approximately 100 feature length films as well as programmes of short films in Auckland and Wellington. Selected programmes are presented in the regional centres. Additionally, NZIFF may screen one-off events during the year. The broad scope of our programme caters for members of a large range of communities and special interest groups.

The NZFFT national office is based in Wellington, with support from an Auckland-based team and regional contractors during the NZIFF season.

### ROLE DESCRIPTION FOR THE ARTISTIC DIRECTOR

This role is responsible for leading the New Zealand International Film Festival, its curation, programming and presentation, and for other “out of festival” NZIFF events.

## TERMS OF EMPLOYMENT

- This is a fixed-term contract for the period of 1 March to 30 November 2025.
- Remuneration: up to \$150,000FTE (Pro-rated)

## REQUIRED SKILLS AND EXPERIENCE

- Knowledge of, and proven experience in, film festival programming at an international “A-list” level.
- Strong relationships with other international film festivals, sales agents, distributors and filmmakers as a film festival programmer.
- Strong skills in analysing the potential audience for any film and ways to attract that audience.
- Familiarity with New Zealand films and filmmakers.
- Experience working with filmmakers from a wide range of cultures to develop, complete and present their films.
- Exceptional leadership skills, especially with small multi-skilled teams.
- Ability to work with and for a Board of Trustees.
- Strong communication skills - interpersonal, oral and written - including writing about film for a wider audience.
- Strong negotiating skills.
- High level of strategic thinking and experience to ensure NZIFF values are upheld consistently.
- Ability to work within budget and schedule.
- Commitment to inclusive organisational practice.
- Respect for, and understanding and awareness of Tikanga Māori.
- Ability to cope with and manage stress in a high-pressure environment

## PRIMARY RESPONSIBILITIES

### *Programming:*

- Select, acquire, schedule and present a programme of films for Whānau Mārama New Zealand International Film Festival 2025.
- Together with the Programming team, develop and implement strategies to ensure the best selection of films to meet NZIFF's diverse audience.
- View films for selection by attending agreed film festivals, receiving recommendations from other programmers, otherwise sourcing from international and local industry intelligence and trends, with input from other programmer advisors.
- Devise practical screening schedules in consultation with relevant contractors, consultants and theatre management to maximise attendance.
- Maintain strong relationships with international sales agents, Australia/New Zealand distributors, exhibitors and filmmakers.
- Curate available New Zealand films, mindful of their context and relevance to a New Zealand audience, with informed consideration of the place of Māori and Pacific films and filmmakers.
- Negotiate participation of selected films, clearing rights and securing screening materials.
- Invite guests and oversee hospitality within preapproved budget.
- Oversee the updating and management database of all films including the record of financial and screening conditions and other arrangements.
- Develop and curate ancillary events including Q&As, panel discussions, masterclasses and workshops and additional opportunities to enhance the presentation of films in a festival context.
- Be mindful of the Deed of Trust and Whānau Mārama 10-year strategy (Te ahua o te Whānau Mārama) when acquiring and presenting film programmes.

### ***Publications and Publicity:***

- Present and represent the film festival as the principal curator including undertaking media interviews, and speaking at launches, opening nights and other events.
- Overall supervision of quality programme notes in conjunction with other Programmers and external copy writers, including writing and editing as needed, in close collaboration with those responsible for the catalogue production.
- Work closely with the Marketing and Promotion team to develop editorial and website content, inform publicity and audience development strategies, including the festival's artwork design and other design and promotional assets.

### ***People and Culture:***

- Foster a positive workplace culture including excellence, trust, empathy and teamwork to enable the team to maximise motivation and performance delivery.
- Encourage a culture of manaakitanga and of pride in contributing to the Festival.
- Develop proposals for Trustee approval, for staffing within budget to support the programme, including:
  - programmers (paid and voluntary)
  - a team to write programme notes
  - individuals to manage and support supplementary events (Q&A's, workshops, NZ focus etc.)
  - festival guest activities.
- Ensure the recruitment of any volunteers is managed effectively within all statutory obligations.
- Support induction processes for festival contractors in Wellington and Auckland.

### ***Other Tasks:***

- Report regularly to the Board of Trustees on all aspects of the opportunities and risks, and on progress towards successful delivery.
- Work closely with the Festival Manager and Festival Accountant to ensure budget parameters are understood and met.
- Together with the Festival Manager, debrief and report as required, to funders, sponsors, cultural bodies, filmmakers, distributors and funding.
- Provide a written report to the Board at the conclusion of the contract including any issues which arose and any suggested improvements to the role.

### ***Key Relationships:***

- Board of Trustees
- All NZIFF contractors and their teams
- NZIFF venues and exhibitors
- Filmmakers, guests and their representatives and guest host organisations
- Distributors, sales agents, producers and filmmakers
- International film festivals
- NZIFF patrons and audiences
- New Zealand Film Commission and the cultural agencies of local and foreign governments
- Commercial partners, sponsors and funders
- Film industry representatives, film societies and film guilds
- Design agency
- Media.

## HEALTH AND SAFETY

NZFFT is committed to providing a safe and healthy workplace for all workers, and others in the workplace. Everyone carrying out work in any capacity for NZFFT (paid or voluntary) is responsible for their own health and safety as well as for the health and safety of others, specifically:

- Taking reasonable care for your own health and safety and alerting others to any newly identified risks and hazards.
- Taking care that your acts and omissions do not adversely affect the health and safety of others.
- Understanding and awareness of any risks or hazards and how these risks or hazards are to be managed.
- Familiarity with the evacuation procedure in the Wellington office.
- Familiarity with the risk register held on-site/online.
- Complying with any reasonable health and safety instructions given by the NZFFT or its authorised representatives.
- Cooperating with all reasonable policies or procedures from NZFFT relating to Health and Safety.
- Reporting any health or safety event to the Festival Manager or Festival Coordinator as soon as reasonably practicable.

Approved by the Trust 20 February 2025.