



Job Description

Role description:	Music Contracts and Funding Co-ordinator (12-month fixed term)
Reporting to:	Head of Music
Direct Reports:	Nil
Effective from:	February 2023 until February 2024
Location:	Auckland/ Wellington

About NZ On Air

NZ On Air is a public media entity created to increase the diversity of local content available to New Zealand audiences. Our prime statutory objective is to *reflect and develop New Zealand identity and culture*.

Purpose of this role

The **Music Contracts and Funding Co-ordinator** is responsible for supporting the Music Funding Advisor with smooth and efficient contracting and compliance processes for funded music content and platforms. This includes drafting and checking contracts, preparing funding letters, and liaising with stakeholders throughout this process.

The person in this role will also assist with running the online application rounds, data entry, and provide application administrative support to the Head of Music.

Core Deliverables

Contracts Administration

- Draft accurate contracts from standard templates for approved projects from all Music and Music-related Platforms streams of the NZ Media Fund.
- Ensure contract management and monitoring systems are robust and accurate and regularly liaise with Corporate Services staff as needed.
- Maintain systems to track contract progress and advise the Head of Music of potential issues and discrepancies as required.
- Liaise with contracting parties and provide advice to help them to meet NZ On Air reporting standards.

Funding Administration

- Assisting with various Music funding rounds, including helping applicants as required.
- Ensure funding round documentation is consistent and uploaded correctly.
- Assist with data entry, tracking and report progress on funding rounds and applications.
- Contribute to efficient and effective systems for funding administration and organisation.
- Assist with processing and researching funding proposals as required.

- Complete music funding application assessments as part of the internal music assessment team as required.
- Assist with maintaining the Music team filing system.

Communication and Research

- Create reports and provide analysis as required.
- Liaise with artists and other stakeholders with available feedback on applications as required.
- Maintain a high standard of report analysis and presentation.
- Ensure timely and effective communication of information.
- Actively contribute to a strong team service culture that supports colleagues to work efficiently and professionally.
- Develop and promote effective working relationships with external stakeholders.

Teamwork

- Actively and positively collaborate with colleagues to achieve new ways to be more effective, agile and adapt to changing expectations
- Actively contribute to a strong team service culture that supports colleagues to work collegially, efficiently and professionally
- Ensure high performance throughout the organisation through timely, effective and regular collaboration, sharing of learning and knowledge, and motivating colleagues to do their best
- Contribute to regular team meetings to ensure communication is effective and foster a positive, supportive and highly functional team culture
- Champion NZ On Air's culture and values and inspire colleagues to deliver exceptional work.

Health, Safety and Wellness

- Ensure all Health, Safety and Wellness policies, practices and initiatives are adhered to and any incidents or issues are raised appropriately in line with NZ On Air Health & Safety policy

Due to the dynamic nature of our work, the tasks and responsibilities noted in this role description may well change from time to time, to meet the needs of the business. As a result, it is expected that the person in the role recommends and/or is prepared for changes to the role and this description of it. Any 'material' changes will be mutually agreed between the parties and noted in writing.

Who you are

Below are the traits required for the role and what makes you stand out:

- **Teamwork and motivation** – You motivate and encourage colleagues to always do their best, and encourage teamwork and cooperation. Further, you promote and model a strong stakeholder focus.
- **Communication and relationship skills** – Effective communication and positive relationships are key to the success of this role. You are able to share information, ideas and experience with others with enthusiasm and good humour, while building trust in your team and with stakeholders. You have an ability to communicate effectively while being respectful, diplomatic, and courteous.

- **Accuracy** – You take pride in your attention to detail and the ability to work efficiently with a high level of accuracy while managing a high volume of tasks.
- **Decision making** – You balance key priorities effectively when making business decisions. You confront problems early, before they escalate, and you make pragmatic decisions when required. When issues arise you are able to take an organisation-wide perspective on issues, rather than focusing on your area alone.
- **Accountability** – You are a self-starter who takes responsibility for making things happen. You act ethically and with integrity and you are honest and open in your approach which reinforces NZ On Air values.

What you bring

- A tertiary qualification
- Basic knowledge of contracting principles and processes
- An interest in the music and media environment with particular appreciation of the wider media and public sector environment
- Excellent attention to detail with high level of accuracy
- Excellent writing and numeracy skills
- Intermediate level of Microsoft Office skills (Excel in particular)
- Additional skills (eg. knowledge of te reo Māori) are helpful
- An ability to forge effective working relationships with colleagues and stakeholders across a range of disciplines and seniority
- Proven pragmatic sense of how to get things done and how to drive new initiatives forward with other team members
- Passion for New Zealand music
- Strong sense of New Zealand's unique identity and breadth of culture.