

TE TARI TUHI KUPU A WHAKAAHUA SCRIPT TO SCREEN
PROGRAMME AND EVENT MANAGER
Position Description (Sept 2025)

PARENTAL LEAVE COVER
October 2025 – December 2026

Fulltime

About Te Tari Tuhi Kupu a Whakaahua Script to Screen

As the leading screen sector talent development and training organisation in Aotearoa for nearly 20 years, Te Tari Tuhi Kupu a Whakaahua Script to Screen (STS) is dedicated to supporting Aotearoa's screen storytellers and growing a diverse, inclusive screen industry that reflects our communities.

Our commitment to Te tiriti o Waitangi and Tangata Whenua underpins our kaupapa and organisational mahi. We are guided by teachings and learning within te Ao Māori, incorporating a tikanga Māori lens across our work, while being led by the principles of Manakitanga, Kotahitanga, Tika and Pono.

STS is a not-for-profit charity whose core business is the professional development of screen storytellers (writers, directors, producers). We provide bespoke talent development programmes, mentorships, and professional training programmes that help develop skills and champion voices from across the country.

STS also runs Big Screen Symposium (BSS). Our largest event, this two-day immersive event is focused on bringing the NZ screen industry together to connect, learn and be inspired. A mix of panel discussions, masterclasses, workshops, keynote speeches and industry meetings, this high-level industry conference attracts 400-500 people each year and is funded by all of the key major industry funders and organisations.

About the Role

The PROGRAMME and EVENT MANAGER is a senior role within STS and BSS. The main focus of the role is the exceptional management of all our programmes and events.

Key responsibilities include co-designing programmes and events with the Script to Screen Executive Director, managing the logistics of all development programmes and events and applying for funding.

The Programme and Events Manager will take a lead across all the STS development programmes and events for STS and BSS.

Core responsibilities include, but is not limited to:

- Setting up each programme in line with the agreed STS process;
- Managing all aspects of the application process;
- Source and book venues, catering, equipment and furniture hire;
- Book travel and accommodation for participants, mentors and speakers;
- Prepare LOA's for participants, mentors and speakers (STS programmes only);
- Gather necessary information from participants, mentors and speakers;
- Create a programme and event production Runsheet;
- Lead on the setting up, packing down on STS & BSS programmes and events;
- Collect & manage AV materials for events;
- Assist with the management of budgets for programmes and events, including credit card coding and invoice processing;
- Ensure STS meet H&S requirements across the Programmes, Workshops and Events;
- Be onsite STS Facilitator/ Host for some development programmes as required;
- Manage and maintain STS programme and event equipment and technology;
- Working with the ED and Programme Facilitator (Contractors) to help:
 - Select the delivery team for each programme;
 - Co-ordinate the contracting of freelancers;
 - Collate Programme Reports for the STS Board and funders;
- In partnership with the Admin Manager
 - Manage the survey process for STS programmes and events
 - Maintain programme tracking spreadsheets and databases (eg participants statistics, funding tracker, alumni database)
- Be the Co-Producer alongside the STS Executive Director of BSS.

Funding and Reporting

- Source funding and opportunities for new partnerships and collaborations
- Lead on funding applications <\$50,000
- Lead on funding reporting (narrative & cost reports)
- Assist with the preparation of budgets for programmes and events
- Work with the ED on:
 - writing funding applications
 - preparing funding reporting (narrative and cost reports)

General

- Booking travel, accom and ground transport for STS staff, board and contractors;
- Contribute to smooth running of the organisation through proactive communication and problem solving;
- Establish and maintain strong relationships with other screen orgs and guilds;
- Pitch in to keep the work environment clean and tidy;
- Assist as needed to ensure STS and BSS meet their obligations.