

## TE TARI TUHI KUPU A WHAKAAHUA SCRIPT TO SCREEN PROGRAMME FACILITATOR

### *Contractor*

#### **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, and producers).

We provide bespoke talent development programmes, mentorships, and professional training programmes that help develop skills and champion voices from across Aotearoa.

#### **About the Role**

The STS Programme Facilitators are FIXED TERM CONTRACTOR ROLES responsible for hosting and facilitating STS development programmes, workshops and hubs. They will work closely with the STS Executive Director and Programme and Events Manager to ensure all programmes are delivered to the highest standards, meeting the needs of the participants, leaders, STS and our funders.

Core responsibilities include, but is not limited to:

- Working with STS ED on the development and final planning prior to programmes commencing;
- Contribute to the selection for the programme delivery team;
- Providing insight, information and written copy for the STS Comms Manager to use in helping to promote and inform the industry about the programmes
- In partnership with the STS Programme and Events Manager
  - Co-ordinate the contracting of freelancer staff and contributors for the programmes;
  - Ensure all materials and equipment for each programme are ready for use when they are needed;
- Providing manakitanga for the programmes including:
  - Welcoming all participants and leaders;
  - Supporting the programme leader in all ways to ensure the smooth running of the programme;
  - Providing STS insight and perspective in the programme as and when appropriate

- Providing additional information about next steps, opportunities or other development pathways for participants with STS and wider;
- Help the physical and logistical set up and running of the programme in partnership with the STS Programme and Events Manager;
- Help to keep a record of each programme through photographing during the programme, when appropriate, collecting stats on the attendance and writing a short report that captures the key aspects of the programme following its completion;
- Regularly meeting and updating STS as required about the progress of programmes
- Contribute to STS debrief of all programmes upon completion
- Provide STS with insights from programmes for future planning and funding applications.