

Position Title	Director: Artistic Planning
Responsible to:	Chief Executive

NZSO Vision, Mission & Values

Vision

The NZSO is Aotearoa New Zealand's most loved entertainment brand.

Mission

To delight, surprise and excite Aotearoa New Zealand through memorable musical experiences

Values

Fresh	We play old music like it was written yesterday and inhabit new music in a way that's familiar
Fearless	We are not constrained by convention or location
In front	We are world-class in everything we do
He Herenga Whenua	Inspired by, and connected to this awe- inspiring country, we take excellence and turn it into a shared experience for all New Zealanders

NZSO Act

The NZSO was established under the NZSO Act 2024 (the Act) with its principal objectives being to:

- Provide the public of New Zealand with live and recorded performances of symphonic music performed to an international standard
- To provide an orchestra that –
 - Is highly skilled and artistically imaginative; and
 - Has strong community support
- To be a leading New Zealand performing arts organization with a role in the development of a distinctly New Zealand cultural environment
- To promote and encourage New Zealand musical composition and composers
- To provide performance opportunities for New Zealand musicians, whether as members of the orchestra or as soloists.

Position Purpose

The Director: Artistic Planning is a key member of the NZSO's Executive Leadership Team, who will achieve the principal objectives of the Act by leading and delivering the NZSO's artistic strategy. The Director: Artistic Planning is responsible for managing the delivery of the strategy through exciting and

innovative programming that attracts and develops new and current audiences, efficient planning, scheduling and utilisation of assets and resources. The Director is also responsible for managing the orchestra's artistic activity budget and oversight of the orchestra's music library as well as managing a permanent staff team of 6.5 FTE which includes the following positions: Artistic Manager, Artistic Administrator, Producer, Scheduler, Librarian, Associate Librarian and Artistic Coordinator/Assistant Librarian.

The position is fulltime and based in Wellington, New Zealand.

KEY WORKING RELATIONSHIPS

- Chief Executive
- Other members of the Executive Leadership Team
- Artistic team staff
- Artistic Advisor & Principal Conductor and other titled conductors
- Concertmaster and Section Principals
- Players particularly elected members of the Artistic Forum
- International and New Zealand artists
- Music and arts industry personnel
- Artistic planning colleagues in other professional orchestras in Australasia

KEY FUNCTIONS

Strategy & Leadership

1. Contribute to the development and realisation of the NZSO's strategic plans, particularly the artistic strategy
2. Provide strategic leadership to the artistic team that enables the orchestra to achieve the requirements of the Act.
3. Identify opportunities to increase the NZSO's artistic capabilities and performance capacity.
4. Represent the NZSO in national and international arts and orchestral fora and meetings.

Programme Development

1. Develop the performance activities of the NZSO to maximise the return on investment in artistic activity and revenue generation.
2. Create strategic programming pathways that reflect emerging trends and requirements in the international music sector.
3. Identify and negotiate with international artists and provide appropriate opportunities for New Zealand artists.
4. Develop and negotiate programmes for national and international touring and special projects.
5. Liaise with national and international orchestras and organisations on programming and artistic matters.
6. Facilitate input from the Artistic Advisor & Principal Conductor into artistic planning and programming.

Programme Implementation

1. Oversee all artistic aspects of the implementation of the NZSO's public performance programmes.
2. Ensure that the NZSO's artist contracts are legally sound, comply with NZSO policies and accurately specify the work and performance required of the contractor or artist.
3. Ensure that both the NZSO and the artists and their agents perform their contractual duties and advise where remedial action may be required.
4. Ensure the maximum performance quality is achieved having regard to available rehearsal time, workload capacity and the abilities of the Orchestra.

5. Ensure that all interactions with artists demonstrate the highest levels of professionalism on the part of all relevant staff.

Artistic Leadership

1. Manage the NZSO relationship with titled Conductor(s)/Artistic Advisor & Principal Conductor and work with them in developing artistic programmes.
2. Advise the Chief Executive and Board on future artistic leadership of the organisation

Financial Management, Budgeting & Planning

1. Lead and manage the preparation of budgets in accordance with guidelines set by the Director of Finance as delegated by the acting Chief Executive.
2. Support and contribute to the development of the NZSO's plans and budgets.
3. Implement and manage budgets in accordance with NZSO policies, procedures and delegated authorities.
4. Proactively manage and monitor the implementation of plans and budgets and provide timely notification of potential significant variances and the implementation of appropriate mitigation strategies.
5. Report on the operational and financial performance of the team in accordance with reporting standards and deadlines and as required.

Team Leadership & Membership

1. Proactively lead and manage the team to promote high performance and a positive and constructive organisational culture within a team environment.
2. Recruit, induct, develop and manage staff to build and maintain a high performing team.
3. Manage staff in accordance with NZSO guidelines, policies and procedures.
4. Participate in and work collegially as a member of the Executive Leadership Team and undertake projects and activities on behalf of the acting Chief Executive.
5. Ensure open and clear communication is maintained within the team, ELT and across the organisation.

Health & Safety

1. Ensure that a safe working environment is provided for all team members and all NZSO personnel and contractors.
2. Ensure that the team complies with all applicable Health and Safety in Employment legislation in all aspects of its work.
3. Ensure that all requirements of NZSO Health and Safety guidelines, plans, policies and procedures are met including the identification and management of hazards, prompt notification, reporting and investigation of accidents and incidents, staff training needs for safe work and the implementation of appropriate rehabilitation and return to work plans as required.

PERSON SPECIFICATION

Experience/Professional Knowledge

Essential:

- Minimum 5 years in a senior artistic planning role within a full-time professional orchestra
- Deep knowledge of both historical and contemporary orchestral repertoire
- Demonstrable experience in programming exciting, innovative and engaging concerts

- Demonstrable experience in setting and managing project and season budgets
- Current knowledge of international artists including established and emerging conductors and soloists
- Extensive current network of international artist agents and artists
- Solid understanding of international artist contract standards and negotiation principles as well as fee structures and levels
- Comprehensive understanding of the key drivers of artistic performance
- Experience of operational, live production and recording processes
- Understanding of HR and Health & Safety requirements of the orchestra

Advantageous:

- New Zealand cultural traditions
- Understanding of the diverse communities in New Zealand and their artists
- Marketing and audience development
- Use of standard and orchestral/performing arts information systems

Skills

- Superior communication skills
- Superior negotiation and conflict resolution
- Superior decision-making
- Significant and positive interpersonal skills
- Planning
- Financial management and budgeting
- Strategy development
- The ability to move between high-level strategic and operational planning
- Lead, build and manage teams
- Manage and implement change
- Design and manage workflows
- Act as a company advocate in all contexts
- Display a high degree of self-sufficiency and motivation
- Identify and ensure that key drivers of success are addressed at every level

Personal Attributes

- Adhere to the values of the NZSO
- Act with integrity
- Meet the standards expected of senior member of the NZSO management team
- High level of motivation
- Capable of independent thought and action
- Personal resilience
- Flexibility in relation to day-to-day demands of the role and the organisation
- Strong personal values and professionalism
- Sound judgment
- Capacity for critical appraisal

Qualification

Tertiary qualification in Music, Performance Practice or similar