NEW ZEALAND CHORAL FEDERATION
Te Kotahitanga Manu Reo o Aotearoa

JOB DESCRIPTION: NATIONAL EVENTS & OUTREACH COORDINATOR

DETAILS OF THE ROLE

Title	Events & Outreach Coordinator
Reports to	Chief Executive
Location	Own home office
Role Type	Part-time, contract position
Contract Period	January 2027 – 31 December 2027

BACKGROUND

The New Zealand Choral Federation *Te Kotahitanga Manu Reo o Aotearoa* (NZCF) is an umbrella organisation for choral musicians, including singers and directors, and choral entities in New Zealand. The organisation also includes the NZCF Association of Choral Directors (ACD). The New Zealand Choral Federation (NZCF) has around 20,000 members drawn from approximately 200 community choirs, 300 school choirs and 500 personal members spread across 10 regions of New Zealand. www.nzcf.org.nz

NZCF's key annual events include:

- THE BIG SING (TBS) - a national secondary schools' choral festival, with over 10,000 singers taking part in ten regional festivals (June), followed by three area TBS Cadenza festivals the National Finale (August).
- THE KIDS SING (TKS) - a series of primary and intermediate schools' choral festivals for over 5,000 children, currently held in eight centres each year.
- CHORAL CONNECT – NZCF's biennial conference offering professional development and networking designed to inspire and invigorate choral directors and leaders of all types of choirs.
- SINGFESTS – regional community choral festivals in 10 regions around NZ, involving over 2,000 singers in total.
- REGIONAL WORKSHOPS – regional skills and interest-based workshops in 10 regions.

In 2024, NZCF hosted the 13th World Choir Games from 10-20 July in Auckland.

PURPOSE OF THE ROLE

The Events and Outreach Coordinator will work closely with NZCF's Regional Coordinators and Regional Representatives to foster member engagement and support the delivery of regional activities. The role is responsible for coordinating NZCF's Fehl workshop programme in primary schools and also provides key support for event planning and delivery, post-event reporting, and a range of administrative functions, helping to ensure the successful delivery of NZCF's programmes and the efficient operation of the organisation.

KEY RELATIONSHIPS

This position will report to the Chief Executive (CE), Christine Argyle and will liaise closely with the NZCF Events Manager. A further key relationship is with NZCF Development Manager.

KEY TASKS

As the Events & Outreach Coordinator, your main role will be to work with regional events coordinators and the NZCF National team to coordinate and support the activities outlined below. The role also includes providing administrative and event support across NZCF's operations, with priorities and responsibilities varying throughout the year.

Regional Singfests

Liaise with Events Managers in each of NZCF's 10 regions to support the planning and delivery of Regional SingFests, including:

- securing a suitable venue for each SingFest
- identifying and engaging a conductor/commentator to lead massed items and, where desired, provide constructive feedback on choir performances
- coordinating with local choirs and conductors interested in hosting and/or participating in the event
- promoting the event to NZCF members and other interested parties within the region
- preparing musical scores (where required) and a simple programme (where appropriate)
- collecting and reporting participation, audience, and other relevant event data

Regional Workshops

Support the planning and delivery of Regional Workshops, including:

- identifying and engaging of a suitable workshop leader
- securing suitable venues
- coordinating with the workshop leader regarding requirements, including travel, equipment, and music resources
- promoting the workshop to NZCF members and other interested parties within the region
- collecting and reporting participation numbers and other relevant event data

Choral Connect

Support the planning and delivery of Choral Connect, including:

- liaising with the Christchurch-based Choral Connect Coordinator
- liaising with conference venue staff, in conjunction with the NZCF Events Manager
- promoting the conference to NZCF members and members of the Association of Choral Directors (ACD)
- promoting the conference to members of the Australian National Choral Association (ANCA)
- maintaining up-to-date conference information on the NZCF website
- providing regular registration updates to the project team
- collating information relating to delegates, performing choirs, conductors, accompanists, and other participants
- communicating with delegates regarding conference logistics, programme information, and accommodation options
- preparing the printed conference programme, in conjunction with the Chief Executive
- managing VIP invitations and attendance lists
- overseeing ticketing for Choral Connect concerts

Giving Direction and Singing Matters workshops

Giving Direction and Singing Matters are online and in-person workshops for conductors of choirs and leaders of children's singing. Coordination of these workshops includes:

- engaging mentors as workshop presenters
- engaging 'demonstration' choirs, where workshops are delivered in person
- securing a suitable venue, where workshops are delivered in person
- promoting workshops to NZCF members and leaders involved in The Big Sing and The Kids Sing

SUPPORT FOR THE ROLE

The Events Manager will:

- carry out a comprehensive handover of SingFest and Regional Workshops coordination, and provide ongoing advice and support for the delivery of these events
- provide advice on event management tasks as required
- provide guidance on other administrative matters relating to NZCF

The Chief Executive will:

- provide oversight and sign-off on communications, including post-event reporting
- approve priorities and allocate/approve additional tasks not outlined in the Key Tasks section above

The Development Manager will:

- manage relationships with the Fehl Charitable Trust for the Fehl workshop programme
- provide advice on reporting requirements associated with the programme

SKILLS AND ATTRIBUTES

This role provides the successful candidate with an opportunity to gain experience across a wide range of event management tasks. While proven skills, knowledge and experience in some areas would be an advantage, candidates who express a willingness to learn and to seek feedback in order to successfully deliver the role will also be considered.

The following personal attributes are essential:

- Excellent communication and inter-personal skills
- Self-motivated, with exceptional time-management skills, including the ability to work effectively from home
- Keen attention to detail
- Adaptable and flexible, with a positive approach to problem-solving
- Willingness to contribute as a member of a small, dispersed team
- Passionate about the power of the performing arts to enrich lives

The following skills and experience would be an advantage:

- Experience in events, project management or administration
- Strong knowledge of the choral sector in New Zealand
- Familiarity with the education sector
- Competency in Microsoft Office 365 and Google Forms
- Ability to manage website updates using a simple content management system