

POSITION DESCRIPTION

Position: MOSEC / Pop UP South (MOSEC/PS) Coordinator (part-time)

Reporting to: Nominated key representative/s on the MOSEC/PS collective and Māngere Town Centre

Managed by: Māngere Town Centre

Purpose of the role: To provide administrative and logistical support to MOSEC/PS to achieve their goals of developing and managing opportunities for Māngere and Ōtāhuhu based performing and visual artists to access opportunities to raise their profiles locally and regionally, and develop economic sustainability into the future.
Initial Project Focus: Waterfront Container pop up shop December 2017

Timeframe 1 November 2017 to 30 June 2018, 18 hours a week 35 weeks

KEY RESULT AREAS	CRITICAL TASKS	PERFORMANCE INDICATORS
Pop UP Market logistics	<p>Coordination of all logistics for goods placement at markets/outlets.</p> <ul style="list-style-type: none"> - Set up point of sale systems. - Manage equipment/ power - Manage displays - Manage staffing - Manage cash handling systems <p>Source and develop new points of sale</p> <p>Develop and coordinate contract documentation and payments to artists.</p>	<p>Sales outlets run smoothly</p> <p>Artists are remunerated efficiently and terms are clear.</p>
Marketing	<p>To support the implementation of a marketing strategy that promotes all MOSEC/PS activities and provides the highest level of access to artist goods, including social media and website updates.</p> <p>Seek and scope out additional locations for point of sale initiatives.</p> <p>Contribute to the development of a positive community experience of PS activities.</p>	<p>Markets and pop ups are well attended.</p> <p>Artists maximise sales opportunities.</p> <p>The community regards PS in a positive light.</p>
Office systems	Develop and maintain effective	Office systems are well

	<p>office systems – including artist database management, financial, and basic IT systems.</p> <p>Continue to build community networks to maximize diversity and number of artists involved with MOSEC/PS.</p> <p>Continually identify improvements to MOSEC/PS services, processes and operations.</p>	<p>understood and efficient and effective.</p> <p>Increased database and awareness of MOSEC/PS.</p> <p>Demonstrate an approach of continuous improvement.</p>
Financial systems	Process and track all payments and income efficiently, and be able to report on current status to committee.	Financial systems are transparent and well organised.
Evaluation	Support the collective to develop basic evaluation system around sales motivators and barriers with customers.	There is relevant evaluation material available to guide future focus.
Communications	<p>Be the first point of contact for all MOSEC/PS enquiries.</p> <p>Develop and maintain collective communications and a decision-making strategy.</p> <p>Ensure communications with artists, customers and the wider community are clear.</p>	MOSEC/PS develops professional and consistent communication channels and messages.
Strategic planning	<p>Support the broader vision of the collective.</p> <p>Investigate feasibility of MOSEC/PS becoming a legal entity.</p>	MOSEC/PS has a plan for 2018-2019

Key Relationships

- a) MOSEC/PS collective members
- b) Community artists and performers
- c) Māngere-Otāhuhu local board
- d) Business associations
- e) Council staff and contractors (no council officer or contractor is a member of MOSEC/PS)
- f) Customers

Competencies

Must be able to demonstrate behaviours consistent with the following competencies:

a) Customer service – both internal and external relationships

- Work with customers to understand their needs and identify the appropriate means of meeting these.
- Understand and manage customer expectations.
- Recognise and respond to opportunities to proactively meet customer needs.
- Routinely reassess activities in relation to identified customer needs.
- Seek and use customer feedback to enhance services and delivery mechanisms.

b) Relationship management

- Establish and sustain positive working relationships with people at all levels within the MOSEC/PS working environment.

c) Teamwork

- Actively participate in the development of MOSEC/PS and its work processes, systems and operations.
- Provide positive support and assistance to work colleagues to ensure delivery of team goals.
- Seek to increase contribution to the team and support an environment of continuous improvement.
- Demonstrate co-operative and collaborative ways of working.
- Share knowledge and ideas with colleagues.

d) Supporting Organisational Values

- Act fairly and with integrity in dealings with customers, stakeholders, and other team members.
- Identify and promote opportunities to improve the quality and efficiency of PS service delivery.
- Encourage and support collaborative ways of working.
- Accept responsibility for own development, including seeking feedback from others on own performance.
- Plan and organise activities rather than react to situations when they arise.

e) Information Technology and Information Management

- An excellent understanding of information technology and its use as a management tool.
- The ability to use key IT systems such as email, Word, Excel and familiarity with online systems such as social media and websites.
- A commitment to the principles of sound information management, using tools such as google docs

f) Technical Competencies

- Ability to manage project details from initial idea to implementation.

- Uses a systematic and methodical approach to managing data.
- High level of accuracy and attention to detail.
- Able to identify priorities, focusing on scheduling and resolving the critical activities.
- Proactive with a “can do” attitude
- Ability to look at ways to improve processes
- Able to manage a varied workload with minimal supervision
- Problem solving skills
- Excellent communication and interpersonal skills
- Ability to coordinate multiple stakeholders to achieve the needs of the collective and other key relationships