

Position Description

Position title:	Screen Auckland Co-ordinator	Team:	Screen Auckland
Division:	Tātaki Auckland Unlimited	Reports to:	Head of Screen Auckland
Department:	Destination	Direct reports:	0
Unit:	Screen Auckland	Indirect reports:	0
 Our commitment to te ao Māori	We honour Te Tiriti o Waitangi, improving Tātaki Auckland Unlimited's relationship with Māori by creating and continuing collaborative approaches that are mutually beneficial.		
 Role Purpose	The screen sector is a key contributor to Tāmaki Makaurau Auckland's creative economy and international reputation. Screen Auckland supports productions of all scales, advocates for the sector and builds strategic relationships that enable screen activity across the region. The Screen Auckland Coordinator supports the effective operation of Screen Auckland by coordinating team administration, financial processes, reporting, communications, events, hosting and shared systems. The role reports to the Head of Screen and works across the team, enabling accurate information, consistent processes and well-coordinated activity. The Coordinator maintains a practical knowledge of Screen Auckland's permitting processes and is on standby to assist with applications when the facilitation team's workload requires it.		
 Key responsibilities	Team Coordination and administration - The Head of Screen provides line management and sets overall priorities, w day-to-day work coordinated across the Head of Screen, Manager – Delivery an Innovation and wider team. - Monitor the shared Screen Auckland enquiries inbox; triage, respond to or a enquiries and escalate matters requiring specialist or management input. - Holds the Screen Auckland contact phone, as the first responder to telepho enquiries. - Prepare and coordinate briefings, project pitches, presentations and other correspondence as required. - Schedule Screen Auckland team meetings and coordinate agendas, papers, and action tracking. - Coordinate information, records and administrative activity across Screen A - Provide operational support across the team in accordance with agreed pric Financial administration, systems and reporting - Raise purchase orders and coordinate payments, receipts and invoicing in a with organisational processes and delegated authority.		

- Maintain the Screen Auckland budget tracker, support reconciliations and p flag discrepancies or forecast issues to the Head of Screen.
- Compile regular permitting and operational reports using accurate, complet timely information.

Communications, events and hosting.

- Coordinate Screen Auckland eDMs, website updates and the communicatio schedule, ensuring content is accurate and appropriately approved.
- Coordinate Screen Auckland events, including invitations, logistics, custome and hosting requirements.
- Develop and manage hosting itineraries for visiting productions, internal clie industry delegations.
- Coordinate approved audio, video, presentation and website content with re contributors.

Operational and permitting support

- Maintain working knowledge of Screen Auckland's permitting systems, prot standard operating processes.
- Regularly assess and complete a straightforward, low-impact permit applica established guidance and delegated authority to maintain practical knowledge c permitting function.
- Liaise with applicants, landowners and relevant stakeholders in relation to a permits, providing clear and timely information.
- Refer complex, sensitive, disputed or higher-risk applications to the Manage and Innovation or an appropriate Facilitation Team member.

Risk, service and continuous improvement

- Provide professional, responsive and consistent service to internal and exte stakeholders.
- Accurately record complaints, incidents, emerging risks and agreed mitigati promptly escalate them to the appropriate manager.
- Follow health and safety, privacy, financial, records-management and other organisational requirements.
- Identify practical opportunities to improve coordination, information flow ar administrative processes and contribute to agreed improvements.



Outcomes

- Clear coordination: Team meetings, actions, shared enquiries, information and operational administration are coordinated efficiently, with competing priorities surfaced early.
- Accurate financial administration: Purchase orders, payments, invoices and budget information are processed and maintained accurately and on time, with discrepancies escalated.
- Trusted information: Permitting and reporting are complete, current and suitable for decision-making.
- Effective communications and events: Approved communications, events and hosting activity are well organised, professional and delivered to plan.
- Current permitting capability: A straightforward, low-impact permit application is completed regularly and consistently within established processes with additional applications picked up when the facilitation team needs support.
- Professional stakeholder experience: Stakeholders receive timely, accurate and courteous service and understand next steps.
- Visible risk and issues: Complaints, incidents and risks are recorded accurately and escalated promptly, enabling accountable staff to decide and act.
- Continuous improvement: The role contributes practical ideas that improve coordination, systems and team efficiency.
- Health and safety: All H&S requirements upheld



Key skills

- Organisation and prioritisation: Plans ahead, manages competing requests and deadlines, and confirms priorities when demands conflict.
- Judgement and escalation: Distinguishes routine matters from higher risk issues and escalates appropriately.
- Attention to detail: Produces accurate records, correspondence, financial information and reports.
- Communication: Communicates clearly and professionally in writing and verbally, adapting style to different audiences.
- Relationship skills: Builds constructive working relationships and provides calm, respectful and responsive service.
- Discretion: Handles sensitive and confidential information appropriately.
- Digital confidence: Uses business systems and Microsoft 365 applications effectively and can learn new platforms quickly.
- Adaptability and resilience: Maintains a constructive, steady approach when priorities shift or workloads increase.
- Cultural capability: Demonstrates commitment to Te Tiriti o Waitangi and works respectfully and effectively with Māori and diverse communities.



Job requirements

Qualifications

- A relevant tertiary qualification, or equivalent experience in coordination, administration, the screen industry, events or project support
- Current NZ drivers licence

Experience

- At least two years' experience in a coordination or administration role involving multiple stakeholders and competing priorities.
- Demonstrated experience coordinating meetings, correspondence, records, reports and operational activity.
- Experience with financial administration, including purchase orders, invoices, payments or budget tracking.
- Strong working knowledge of Microsoft 365 applications, particularly Outlook, Word, Excel, PowerPoint and Teams.
- Experience using finance, workflow or database systems; experience with SAP is desirable.
- Experience in the screen industry, events, local government or project environments is desirable.
- An understanding of local government structures and political environments, or the ability to develop this quickly.
- Experience coordinating digital communications, website content, events or hosting activity is desirable.

 Key Relationships	Internal • Head of Screen • Manager - Delivery and Innovation • Facilitation Team and specialist leads • Tataki Destination rōpū and other Tātaki Unlimited teams • Auckland Council groups and colleagues	External • Auckland Council – Key stakeholders within Council, Governing Body, Local Boards and other CCOs, Local Board Services, Parks, Sports & Recreation, Community Development, Arts & Culture, Heritage, Environmental Health, Building Control, Infrastructure & Environmental Services, Resource Consents, Building Consents, Communications and Marketing, Mayoral Office, Planning and Policy, Economic Development • Auckland Transport - Special Events/ATOC, Parking & Enforcement, Rail Service Delivery, Rail Stations, Bus Services, Communications • Auckland Urban Development Office (AUDO), Water Care • The Screen Production Industry including Regional Film Offices New Zealand (RFONZ), Screen New Zealand International (SNZI), Tāmāki Makaurau Screen Industry Network (SIN) and New Zealand Film Commission (NZFC) • NZ Police, NZTA, Fire Service, St Johns Ambulance Service, Business Associations/Main Streets, Residents & Ratepayers groups, the Screen Industry, Tangata Whenua groups, the Tamaki Collective, Maunga Authority, Government Departments and Agencies • Private location owners
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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:	Version date:

	Job function:	Job family:	Job:	DFA
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Job framework				Budgeted: • Opex: • Ca pex: Unbudgeted: • Opex: • Capex:
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