**Artistic Administrator**

* Premier NZ Arts organisation
* 6-month fixed term opportunity based in Central Wellington
* Flexible work available

The New Zealand Symphony Orchestra (NZSO) is the country’s national professional orchestra and one of the few touring orchestras in the world, visiting many cities and towns around New Zealand every season. Presenting concerts, education and community events all year round, you will see us on stages from Kerikeri to Invercargill and streaming online.

The Artistic Planning team are seeking a fulltime, 6-month fixed term Artistic Administrator. This is a crucial role working within the team and is responsible for issuing contracts to our visiting artists including conductors, soloists and choirs as well as contracting venues.

Reporting to the Artistic Manager, the role also involves managing communication with artists prior to their arrival with the NZSO, including assisting with visas, rehearsal schedules and liaising with library, development, marketing and travel departments.

Knowledge and experience in issuing contracts is essential, as is good general knowledge of orchestral repertoire and artists. Excellent organisational skills, record keeping, the ability to work in a methodical and accurate way under pressure are also key attributes.

To be considered for this position, you must already have the right to live and work in New Zealand.

**How to apply:**

Please apply with a covering letter and CV to Shona Jaunas, Artistic Manager.

To view a copy of the job description, please go to our website:

<https://www.nzso.co.nz/the-nzso/about-us/work-with-us>

Applications close on: **Sunday, 12 January 2025**

**Please apply via Seek**: <https://www.seek.co.nz/job/80681390?ref=hirer-success-posting>

Interviews will be held in the week commencing **13 January 2025.** We are looking for an immediate start, or at a minimum, the ability to complete a handover of duties in the week commencing 20 January 2025.