



## Materials and Deliveries Executive

### Aronga | Our purpose

To build on New Zealand's legacy of excellence in filmmaking and unleash exceptional creativity.

### Te ara | Way

By investing in creativity and consistently delivering quality that lasts generations.

### Putanga | Impact

New Zealand films will capture the imaginations of audiences in Aotearoa and around the world.

### Tō Kaupapa | Your purpose

The Materials and Deliveries Executive is responsible for the technical receipt of all film materials (for feature films and short films), confirming that the contractual requirements of the funding agreement have been met from a technical perspective.

The Material and Deliveries Executive is tasked with following up that all film materials are received on time and to the expected quality standards. The Material and Deliveries Executive will play a key role in resolving the receipt of outstanding short films that have been funded historically for production and will work with the Industry Support Lead to report on progress and resolve any action required to conclude NZFC involvement in this work.

With responsibility for receiving, storing and tracking all film materials for the NZFC, the Materials and Deliveries Executive also assists the Funding, Attraction and Marketing teams with the delivery of materials as required (for example, for film festivals and events). The Materials and Deliveries Executive also provides general administrative support across the delivery of short and feature films, and contributes to special projects as required across these functions.

The role is also responsible for coordinating and administering the transfer of archived materials and information to third parties.

### Tō Mahi | What you do

#### You are accountable for

- Receiving, tracking and securely storing all contracted film materials (feature films and short films) in accordance with NZFC funding agreement deliverables, including proactively requesting materials at contracted completion dates.

- Applying quality control checks to contracted materials and confirm (internally) whether deliverables meet the contractual technical and quality requirements, enabling contract close-out where appropriate.
- Following up with filmmakers and suppliers to resolve missing, non-compliant or overdue materials, including coordinating corrective actions and re-delivery where required.
- Maintaining accurate inventories and databases for all NZFC-held film materials, including recordkeeping for receipt, versions, rights/permissions status (where required), and availability for distribution.
- Overseeing archiving of NZFC film materials, including NAS storage workflows and management of the archival materials database.
- As required, coordinating the deposit of NZFC-supported films with third parties, including obtaining permissions and required information from rights holders, preparing and managing deposit/depository agreements, assembling and delivering required files, and managing the return and onward delivery of drives.
- Supporting internal and external distribution and access needs by supplying materials for festivals, events and sales/distribution partners ensuring required agreements are in place and materials are delivered to specification.
- Supporting platform and channel delivery, including coordinating agreements, assembling delivery lists, tracking progress against milestones, and delivering/uploading materials.
- Administering NZFC's materials library system (Klvr Grants), including ongoing maintenance and prioritised remediation of any backlog of films requiring creation or updates in the system.
- Providing materials and archive support to partner projects (e.g., NZ Film Heritage Trust), including migration and tidy-up of records/files (e.g., T&M drive to SharePoint), maintenance of supporting spreadsheets, coordination of NAS file structures, and liaison with post houses and sign-off sessions.
- Responding to ad-hoc enquiries and requests regarding historic and current materials via phone and email, applying good judgement, recordkeeping requirements and appropriate access/rights considerations.
- Contributing to understanding and planning the ongoing demand and capacity required to receive, track, store and distribute film materials.
- Providing general administrative support across the delivery of short and feature films, and contribute to special projects as required across these functions.

## You achieve this by

- Working inclusively, respecting and valuing the diversity and uniqueness of team members, our people and stakeholder community.
- Modelling and promoting the values and vision of the New Zealand Film Commission and the expectations from the Code of Conduct.
- Working in partnership with Māori as a Treaty partner, embracing Te ao Māori concepts and practices, and appropriately observing tikanga and kawa through our engagement.
- Sharing your knowledge and expertise to actively build the capability of others and providing stretch opportunities to enable that growth.
- Working collaboratively with colleagues to support the collective achievement of our goals.
- Building strong credibility with the Board, our team and our stakeholder community.
- Managing risk, identifying where it exists, and actively working to mitigate the risk.
- Ensuring there is a healthy and safe workplace and working environment for our people.
- Contributing to the sustainability of the NZFC by actively reducing our carbon footprint, supporting all NZFC sustainability initiatives, and conserving NZFC resources through the adoption of more efficient ways of working.

- Ensuring that you are aware of and comply with the requirements of the Public Records Act 2005 in relation to all official NZFC documents and communications you are responsible for on behalf of the NZFC.

## Tō Turanga | Where you belong

<b>You report to:</b>	Production & Audience Lead
<b>You lead a team of:</b>	This position has no reporting kaimahi   staff
<b>Location:</b>	Auckland

## Tō haerenga ki te angitu | Your journey to success

### Behavioural Capabilities

We are passionate about our role as an industry leader and a screen production funder, and we are committed to the success of our people who work to support our vision. To be successful in this position you will have demonstrated the following capabilities:

- **Working with influence.** I communicate in a clear, persuasive, impactful, and inspiring way to convince others and to create support for our strategic direction. I adapt my approach and style to my audience.
- **Working inclusively.** I am respectful of others and their differences, and the contributions they make. I recognise we all have differing worldviews and seek information from those with differing views to inform my work. I work in ways that foster inclusivity and create space for discussion, I role model inclusive behaviour and mitigate my own biases. I give effect to the commitments we have made in the Diversity and Inclusion strategy.
- **Engaging others.** I connect with people in a way that builds trust and effective relationships. I share ideas and information with people, and I am respectful of others and their perspectives.
- **Embracing technology and a digital environment.** I support and drive successful adoption of technology solutions that improve business processes and outcomes for our stakeholders.
- **Enhancing organisational performance.** I drive innovation and continuous improvement to sustainably strengthen long-term organisational performance and improve outcomes for stakeholders.
- **Enhancing the stakeholder experience.** I understand the needs of our diverse stakeholders and apply this understanding to drive how we work to support stakeholders.
- **Enhancing the Māori Crown relationship.** I understand the importance of our work to the Māori Crown relationship. I recognise, and encourage others to recognise, the value of applying Te Ao Māori to our work. I observe tikanga Māori appropriately when engaging with the Māori film community. I actively work to develop my te reo Māori capability. I actively give effect to Te Rautaki Māori strategy to drive the achievement of our objectives.
- **Managing and using knowledge and data.** I review and learn from patterns and trends in data in a way that supports us to identify opportunities and improvements. I systematically capture, share, develop, manage, and use knowledge and data and insights in a way that adds value, improves connections and performance, supports decision-making, and mitigates risk.

- **Making effective, evidence-based decisions.** I demonstrate drive, ambition, optimism, and delivery-focus to make things happen and achieve ambitious outcomes. I generate and/or gather the right evidence, information and/or data from the right sources to make quality decisions. I identify and analyse root issues or challenges. I develop strategies that honour our commitments as a Treaty Partner. I consider, identify and manage risks when acting.
- **Working to achieve outcomes.** I bring together resources (people, funding, material, support) to get things done. I orchestrate multiple activities simultaneously to accomplish goals and record information to create supporting processes for the future. I accurately scope out the length and difficulty of tasks and projects, break down work and proactively plan for problems and roadblocks. I communicate clearly with others about what I am doing.
- **Showing curiosity.** I show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives to make fit-for-purpose decisions. I demonstrate good judgement about which innovative tools, ideas and resources will work for NZFC.

## Specialist Technical Capabilities

To be successful in this position you will have:

- Film industry experience in a post-production environment.
- Technical knowledge of film materials and practical experience creating/assessing these materials particularly in relation to feature films and short films.
- A developed network of industry contacts and effective relationships that contribute to our ability to quickly and effectively follow up the obligations on film makers to supply contracted film materials.