

ROLE PROFILE – Production and Workflow Controller

DEPARTMENT	Audience Engagement
ROLE REPORTS TO	Head Of Audience Engagement with dotted lines into Creative Manager and Customer Journeys Manager
REPORTING TO THIS ROLE	Nil
WORKING WITH THIS ROLE	Creative Manager and Creative Team, Customer Journey's Manager and Team, Sales Director and Team
LIAISES WITH INTERNAL	HR, Finance, Head of Daily News, Head of News Planning, Head of Content Creation, Communications Manager, Insights Team, Operations
LIAISES WITH EXTERNAL	Clients, vendors, third parties interests and stakeholders – including Independent Production Companies & Facilities Companies, Contractors, Talent and Location companies, Media and Ad agencies

BACKGROUND: MĀORI TELEVISION

Māori Television is New Zealand's indigenous broadcaster, providing a wide range of local and international programmes for audiences across the country and online.

Our Vision

Māori language is a taonga (treasure) at the heart of Māori culture and New Zealand's unique cultural identity. Our vision is for Māori Television to be "Te Kūaha ki te Ao Māori". Launched in 2004, Māori Television has two key long-term objectives:

- To significantly contribute to the revitalisation of the Māori language; and
- To be an independent Māori television service that is relevant, effective and widely accessible.

Outcomes Framework

We are working towards four outcomes:

1. More people value te reo me ngā tikanga Māori as part of our national identity. We will create, obtain and deliver content that enables people to value the Māori language and culture as a unique identity of Aotearoa. We will deliver content that supports people to use and learn the language, and celebrates the Māori culture. We want to reach out to as many people as possible, and we will have relationships with more people and partners so te reo Māori is heard and spoken throughout our communities.
2. More young people are excited about te reo Māori me ngā tikanga Māori. We will create, obtain and deliver content that excites young people about te ao Māori and inspires them to value and use te reo Māori me ngā tikanga Māori.
3. More people are engaged with high quality reo Māori and Māori content. We will create, obtain and deliver content that is well made and has a unique point of difference that will engage audiences and be available on various platforms. Our reo Māori content will be of high quality and will

target audiences of different reo Māori abilities. We will produce content that provides Māori with an opportunity to learn more about their past to prepare them for their future.

- Our organisation inspires the revitalisation of te reo Māori me ngā tikanga Māori. We will provide an organisational culture that supports our people and partners to use te reo Māori me ngā tikanga Māori in an innovative and creative way.

PURPOSE AND PRIMARY GOALS OF ROLE:

This role is responsible for the effective management of all workflows that the Audience Engagement Team deliver to promote the Māori Television Brand and show campaigns across PR, Social, Promotional, digital and creative assets delivery.

Core Capabilities:

- Effective and efficient management of inter-team workflow, forward planning ensuring timely delivery of assets as required across all linear and digital platforms
- Skilled collaborator to identify campaign requirements across disciplines and manage all facets of production with both internal and external production teams
- Effective resource management of creative team, with foresight to manage varying volume of work
- Excellent production and shoot management skills including budget management (including audio, editing, design and contractor booking management and liaison)
- Industry savvy and excellent negotiation skills including financial control and report writing

Key Result Areas (KRAs)	Critical Tasks (CTs)	Key Performance Indicators (KPIs)	Competencies
Effective and efficient management of inter-team workflow, forward planning and ensuring timely delivery of assets as required across all linear and digital platforms	<p>Forward planning and mapping of campaign deliverables by media and team members.</p> <p>Management of workflow across creative, marketing, sales and customer journeys</p> <p>Effective team and meeting management</p> <p>Resource management – mapping and resolving conflicts in resourcing</p>	<p>Team understanding of deliverables is transparent and manageable</p> <p>Teams effectiveness is first class and deliverables on time.</p> <p>Team workloads are equitable and efficient.</p> <p>Best in class quality of all deliverables and cohesive campaigns</p>	<ul style="list-style-type: none"> • First class computer skills • Exceptional organisational & communication skills • A good working relationship with all the in-house teams associated with Audience engagement • Confidence & knowledge of the Maori culture & language

		<p>Weekly team meeting – monitoring Promo Producers Mahi, making sure deadlines are met.</p>	<ul style="list-style-type: none"> • A broad knowledge of content production • The ability to work under pressure • Self-starter who thinks on their feet • Knowledge of linear and digital asset process and delivery
<p>Skilled collaborator to identify campaign requirements across disciplines and manage all facets of production with both internal and external production teams liaison)</p>	<p>Working closely with Creative Manager and Customer Journeys Manager on quarterly campaigns, requirements and holistic resource management.</p> <p>Work alongside production houses understanding their shooting schedule and when opportunities can be leveraged for the team to capture additional content – with diplomacy.</p> <p>Ensure timely delivery of all external assets from show producers</p>	<p>Internal teams have clarity around deliverables through 3 month calendars and weekly task allocations.</p> <p>Creative work is effective and innovative.</p> <p>Show producers are compelled to deliver on time and overall experience with MTS relationship is positive.</p> <p>Show assets are on time and of a standard team can use.</p> <p>Creative and tactical opportunities are identified and acted upon.</p>	<ul style="list-style-type: none"> • Exceptional organisational & communication skills • Excellent knowledge of programming and the station schedules • Knowledge of external show productions • Creative flair and solutioning abilities • Deals with change

<p>Effective resource management of creative team, with foresight to manage varying volume of work</p>	<p>Assist supervisors with planning, scheduling, resource control and asset management delivery across promotions, artwork, shoots, digital files and artwork</p> <p>Effective liason and management of show producers key deliverables including: behind the scenes footage, PR stills, Show content, logos, artwork etc</p>	<p>Ability to forward plan and identify creative opportunities – be a contributor to our teams creative thinking.</p> <p>Understanding individuals in team for allocations including managing weekly Allocations for team members, from the 6week schedule.</p> <p>To input the data into Fore TV and Workbook including the versioning and the maintenance of promo library.</p>	<p>Relationship and negotiation skills.</p> <p>Interpersonal skills and ability to manage in times of heightened activity</p> <p>Ability to escalate or foresee potential issues in workflow.</p> <p>Knowledge of Fore TV and scheduling function</p>
<p>Excellent production and shoot management skills including budget management - (including audio, editing, design and contractor booking management and</p>	<p>Management of the production process and all facets of TV, social content and artwork production requirements.</p>	<p>Shoot management, planning and booking in timely and cost effective manner.</p> <p>Mitigation of an potential risk issue, change, quality and contract controls</p> <p>Leverage internal resources to maximise budget.</p> <p>Booking V/O artists, audio time, liaising with editors.</p> <p>To manage all shoots including talent finding, location finding and booking crews</p> <p>To ensure all contractors invoices are received and paid</p>	<p>Contract negotiations</p> <p>Project Management</p> <p>External liason of suppliers</p> <p>Financial management</p>

Industry savvy and excellent negotiation skills including financial control and report writing	<p>Form and control production budgets.</p> <p>Negotiate rates and partner/supplier selection.</p> <p>Ensure team have tools of the trade / or access to.</p>	<p>To maintain the commitment diary and organize invoicing, to look at monthly spend and projected spending.</p> <p>Monthly reporting on teams operational function and expenditure levels.</p>	<p>Wide and varied industry and production network.</p> <p>Media / Agency / Production house experience.</p> <p>Negotiation and financial accountability skills</p> <p>Report writing</p>
Relationship Management	<p>Establish and maintain productive and positive relationships with staff.</p> <p>Manage the relationship with the client and all stakeholders</p>	<p>Relationships with well managed with escalation communication appropriately communicated as required.</p>	<p>Excellent written and verbal communication skills</p> <p>Good understanding of te reo Māori me ngā tikanga Māori</p> <p>Experience working in a kaupapa Māori based organisation</p>
Documentation	<p>Create and maintain comprehensive documentation including spreadsheets, diagrams and process maps to document needs</p>	<p>All related documentation is clear and understandable by all parties. Updates are clearly presented to a high level of quality and understanding</p>	<p>Strong working knowledge of Microsoft Office</p>
Organizational and leadership skills	<p>Use and continually develop leadership skills</p>	<p>Demonstrates solid understanding of good organizational citizenship.</p>	<p>Solid organisational skills including attention to detail and multi-tasking skills</p>

Related duties	Perform other related duties as assigned	Other duties are executed as required	Flexible approach
Personal Development	Participate in MTS assigned training and coaching courses	100% attendance Use knowledge in practice	Application of knowledge
Health and Safety	<ul style="list-style-type: none"> • Provide strong leadership over health and safety matters • Work within occupational health and safety guidelines • Be alert, identify location dangers and prevent accidents before they happen 	<ul style="list-style-type: none"> • Accidents are minimised • Accidents are prevented 	Compliance with policies and procedures Experience in the field, knowledge of the dangers that exist Conscientious First aid knowledge and attend training when required.

RESOURCE REQUIREMENTS

Laptop		
Desk		

CONTRIBUTION TO MĀORI TELEVISION

- To ensure that any ideas that may enhance the productivity or systems of the company are brought to the attention of your manager;
- Communicate care and passion for the Māori Television Brand;
- Strive to be positive and constructive at all times;
- Straight talking about the facts of the situation – open discussions are the best way to find solutions;
- Help others through communicating clearly;
- Deliver on commitments;
- Support all of the team that you are working with to ensure the achievement of goals;
- Volunteer for projects as is practical outside your normal scope to widen your contribution to the overall success of the company;
- Adhere to all company policies;

- Carry out any other tasks that arise to meet the operational needs of Māori Television

LIVING OUR VALUES

Māori Television is a leader in media content and technology. We succeed because of the talents and commitment of our people. We can all contribute to making Māori Television a great place to be, to have fun and succeed – for ourselves and the reason we are here to best support the reason we are all here, *Te Kūaha ki te Ao Māori*. We have four values about how we get along. They sum up how we do work here at MTS. By applying these values in our work, we can make our work more constructive and rewarding:

The principles that guide and rule how we will operate and work together are:

- Kia Tika - Be professional and maintain high standards;
- Kia Pono - Be truthful, honest and act with integrity;
- Kia Aroha - Be respectful and demonstrate empathy;
- Kia Māori - Maintain core Māori values.

	The Employee	On behalf of Māori Television
Name		
Signature		Position:
Date		