

Artspace Aotearoa

Tiaki | Board Secretary

Kaupapa Role Description

Organisation: Artspace (Aotearoa) Trust

Website: www.artspace-aotearoa.nz

Location: Tāmaki Makaurau, Auckland

Duration: Minimum one year

Time commitment: Maximum 5 hours per month

Remuneration: The role will be remunerated at an hourly rate of \$30 per hour

Applications close: September 24th

Mō mātou | About Artspace Aotearoa

Artspace Aotearoa is a non-profit contemporary art gallery located in the heart of Tāmaki Makaurau Auckland. Founded in 1987 by artists and arts workers, it continues to be artist-led. Our work centres the ways in which art contributes to our understanding and reimagining of the world in which we live. We work within a specific city context, and spiral out into national and international conversations that promote practices that present emancipatory world views. With a specific focus on developing an intergenerational kaupapa, we seek to present established, emerging and under-recognised positions.

Each year our programme orbits around one question in the company of artists. We explore the edges of what this question offers us and what artworks and their authors can weave together. Our cornerstone exhibitions are texturised by our other activities including our online reading and screening rooms, artist talks, workshops, panel discussions, and more.

You can think of the programme as one exhibition in five parts, as a score played across a calendar, or maybe even as a forest.

Matatau | Key skills and knowledge

Several of the following skills for a Tiaki | Board Secretary are desirable, the first four are essential:

- Understanding of racial equity, Aotearoa New Zealand history and Te Tiriti o Waitangi
- Organisational and time-management skills, digital literacy, and administrative or governance experience
- Ability to accurately and sensitively record discussions in a way that reflects complex situations and varying positions
- Ability to work ethically and professionally with a small team to effectuate shared organisational goals, and maintain confidentiality
- Energy for the arts and culture sectors and advocacy for Artspace Aotearoa
- Knowledge of and participation in contemporary art communities
- Knowledge and respect of te ao Māori: te reo, kaupapa, and tikanga Māori

Mō te tūnga | The role

Artspace Aotearoa holds monthly face-to-face governance meetings. The Secretary is to liaise with the Kaihautū | Co-Chairs, Kaitohu | Director, and the Manahautū | General Manager to prepare and disseminate the Board Pack one week in advance of the meeting. Created using an online platform, BoardPro, the Board Pack contains an agenda, programmatic and financial reports, and minutes for review. The Secretary is welcome to actively contribute in Tiaki | Board conversations. During the meeting, the Secretary is to transcribe the minutes and record decisions and actions. Artspace Aotearoa is a not-for-profit trust, therefore it is important that discussions and decisions are recorded accurately and appropriately as they will be made accessible to the public on request. Within one week following the meeting, the minutes and actions are to be circulated among the Tiaki | Board for review. Other administrative duties include updating the Charities Register and minuting the annual Hui-ā-Tau. The Secretary reports to the Kaihautū | Co-Chairs of the Tiaki | Board.

Outside of our monthly meetings, the Tiaki | Board are invited to attend a range of events to manaaki people involved in the Artspace Aotearoa exhibitions and programming. This gives us opportunities to build and maintain relationships with our community of arts supporters and practitioners. The Secretary role will enable you to develop practical experience in governance and to gain insight into the operations of a contemporary art organisation.

Artspace Aotearoa considers diversity, equity and inclusion to be fundamental to the development of a stronger and more representative art sector. Input from diverse professional skill sets, characteristics and backgrounds helps us to think about issues and opportunities from a range of mindsets and world views.

Nau mai, Hara Mai.

Me pēhea te tuku tono | How to apply

Please send expressions of interest with a CV to Emily Parr: emily@artspace.org.nz