

Toihoukura Administrator / Exhibition and Facilities Co-ordinator

Function:	Toihoukura
Reports to:	Head of School Toihoukura/Administration Manager FEHHS
Location:	Tairāwhiti Campus
Arrangement:	0.9 FTE (0.3 Admin + 0.6 Co-ordination)
Date:	October 2026

Pūtake | Purpose

This role will support the day-to-day operations of Toihoukura, ensuring the smooth and professional functioning of its administrative functions, events and facilities. The role will undertake the ongoing administration tasks of Toihoukura and also the co-ordination of exhibitions and facilities. These responsibilities will include manaakitanga, health and safety, wānanga co-ordination, event and exhibition delivery, community engagement, ensuring efficient administration systems, excellence in service delivery and student support.

Ngā Whanaungatanga | Working Relationships

Internal:	Ākonga, Teaching and Academic Kaimahi, Programme Coordinators, Heads of Schools, Faculty Administration Manager, Executive Dean, Tairāwhiti Campus Director, Registry Team, Facilities Co-ordinator, Security Officer, Ākonga Support Services, other Service Section Teams.
External:	Manuhiri, External Contractors, Art Galleries, Iwi Partners, Creative Industry Professionals, Advisory Committees, Suppliers, Fire Service, Food Services.

Mana Whakahaere | Resource Delegations

Financial:	NA
People:	NA

Kawenga Mahi | Accountabilities

Customer Services and Support

- Deliver high-quality frontline services by responding to enquiries via reception, phone and digital platforms, ensuring ākonga and stakeholders are well informed and supported.
- Ensure all information shared with current and prospective ākonga is accurate and up to date, by maintaining knowledge of programmes, course offerings and enrolment timelines.
- Actively contribute to ākonga engagement by supporting the planning and delivery of key School events, including orientations, graduations, information days and stakeholder hui.

Administrative Services

- Provide administrative support to Faculty and School leaders and staff to enable efficient programme delivery and faculty operations.
- Maintain accurate and timely documentation including correspondence, student records, meeting agendas and minutes.
- Ensure student enrolments, withdrawals and amendments are processed accurately and within agreed timeframes.
- Maintain the integrity of assessment data by accurately processing student results and generating reports for Programme Cluster Committees (PCCs).
- Contribute to quality assurance by ensuring student records and reports meet EIT data standards.
- Provide formatting for academic materials, assessments, timetables, programme information and official communications to support academic delivery.
- Co-ordinate logistics and documentation for ākonga interviews.
- Maintain up-to-date knowledge of programme documentation in the Central Programme Repository.
- Facilitate the evaluation of programmes and courses, compiling learner feedback to inform improvements.

Gallery and Exhibition Support

- Manage all aspects of Toi Houkura's gallery operations including scheduling, installation (hanging), condition reporting, artwork handling, art sales, and maintenance.
- Curate or support the curation of exhibitions that reflect kaupapa Māori and contemporary toi Māori.
- Maintain an inventory of exhibited works and ensure proper documentation.
- Assist ākonga during gallery exhibitions and events, providing guidance and professional development.
- Offer support in public presentation, curation, and understanding of exhibition processes.
- Organise and co-ordinate external exhibitions for ākonga, alumni, or Toi Houkura.
- Liaise with external host galleries or venues, manage logistics, transport, installation, and promotional communications.

Community and Industry Engagement

- Maintain and grow strong, reciprocal relationships with iwi, hapū, local and national arts communities, galleries, and industry professionals.
- Maintain and update a register of community engagement, visits, and partnerships. Manaaki Manuhiri (Hosting).
- Provide exceptional manaakitanga to artists, whānau, manuhiri, industry guests, and international visitors.
- Maintain facilities including mattress room, pantry, and toilet blocks to a high standard for manuhiri.

Integration with Teaching and Academic Staff

- Collaborate with kaimahi to integrate gallery and exhibition activities into the curriculum and wānanga-based learning.
- Support delivery of teaching and learning outcomes aligned with kaupapa Māori.

Resource and Inventory Management

- Manage materials, exhibition supplies, and kura resources, including regular stocktakes.
- Maintain the dangerous goods register and ensure safe storage and handling of resources.

Documentation and Reporting

- Record and document events, exhibitions, and wānanga via photography, video, and written reports for archival, marketing, educational use.
- Complete RAMS documentation and support health and safety compliance across activities.

Wānanga Co-ordination

- Lead logistics and delivery of in-house and marae-based wānanga, including co-ordination of transport, kai, resources, materials, and liaison with hosts.
- Ensure each wānanga aligns with Toi Houkura's educational and cultural kaupapa.

Health, Safety and Compliance

- Support implementation of EIT's ICT and health and safety policies across Toi Houkura facilities and events.
- Liaise with security, cleaners, tradespeople, fire service, and other support services to ensure safe and efficient operations.
- Ensure full compliance with health and safety requirements for materials, exhibitions, and wānanga.

General Responsibilities

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications

- A relevant qualification or equivalent body of knowledge/experience.
- Ability to plan, organise and achieve objectives.
- Strong administrative and organisational skills.
- Previous experience in leadership.
- An understanding of the principles of cultural safety, a commitment to the development of a culturally safe working and learning environment, and a commitment to parity of kaimahi success.
- An appreciation of te reo me ōna tikanga Māori.
- High accuracy and attention to detail.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Knowledge of student management systems (for example Artena, aPlus+) is advantageous.
- Prior experience in tertiary or education administration (desirable).
- Excellent interpersonal skills, communication style and team-working.
- High degree of professional judgement, personal initiative, commitment and integrity.

Ngā Uara o Te Aho a Māui | Values of EIT

Herea te momoho | Inspire success:

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the ora of others to remain resilient in times of change.

Document information – Office use only	
Document Name	Position Description
Document Number	HG184
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Developer	People and Culture Advisor
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