

Title	Tauawhi Kura Toihoukura
Function	Toihoukura, School of Māori Visual Arts
Reports To	Head of School, IDEA School and Toihoukura
Location	Tairāwhiti Campus
Arrangement	Permanent 0.6 FTE
Remuneration	\$64,717 - \$80,896 (Full Time Equivalent)
Date	July 2025

Kaupapa | Purpose

The Tauawhi Kura Toihoukura position supports the day-to-day operations of Toihoukura, ensuring the smooth and professional functioning of its kura spaces, gallery, exhibitions, events, and facilities. The role plays a vital part in creating an environment that reflects kaupapa Māori, fosters cultural and artistic excellence, and enhances the ākonga (student) experience. It integrates responsibilities in manaakitanga, health and safety, wānanga coordination, event and exhibition delivery, community engagement, and student support. This role is integral to Toihoukura's standing as a hub of creative learning and a leader in toi Māori and mātauranga Māori.

Ngā Hononga Mahi | Working Relationships

Internal Relationships: Ākonga, Tutors, Teaching and Academic Kaimahi, Programme Coordinators, Heads of Schools, Executive Dean, Tairāwhiti Campus Director, Facilities Coordinator, Security Officer, Ākonga Support Services.

External Relationships: Manuhiri, External Contractors, Art Galleries, Iwi Partners, Creative Industry Professionals, Suppliers, Fire Service, Food Services.

Financial: Not applicable

People: Not applicable

Ngā Mahi | Accountabilities

Gallery and Exhibition Support

- Manage all aspects of Toihoukura'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 coordinate external exhibitions for ākonga, alumni, or Toihoukura.
- 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 Coordination

- Lead logistics and delivery of in-house and marae-based wānanga, including coordination 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 | Te Pūkenga policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and managing personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Commitment to EIT Priorities

- 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 | Skills, Experience, Knowledge and Qualifications

Essential

- Facilities or gallery management experience in a cultural or toi Māori environment.
- Previous experience working in Toi Māori and/or mātauranga Māori settings.
- Strong communication skills, both verbal and written.
- Demonstrated experience planning and coordinating exhibitions, events, and wānanga.
- Excellent organisation and administration skills.
- Sound computer literacy including Microsoft Office, Excel, and digital platforms.
- Experience supporting ākonga or working in creative education.
- Knowledge of kaupapa Māori and tikanga Māori.
- Understanding of building compliance and safe work practices.

Desirable

- Previous employment in Māori Medium education or vocational training.
- A relevant Toi Māori, Art qualification.
- Relevant training in equipment or resource management.
- Gallery and exhibition management training.
- OSH-certified training and/or industrial health and safety experience.
- First Aid Certificate.
- Experience managing suppliers, contracts, or contractors.

Ko EIT Tātau | Values

Our values are the guiding principles that define what is important to EIT. If embedded successfully, they shape EIT's culture, influence decision-making, and guide our interactions. EIT's values reflect our core beliefs and ethical standards that we stand by, helping to create a cohesive and purpose-driven environment.

Herea te momoho | Inspire success:

- We encourage continuous growth and learning, recognising that success is built on collective effort.
- We create space for innovation and excellence, challenging the status quo for positive change.
- We celebrate the achievements of ākonga, kaimahi, and whānau, inspiring the next generation.

Herea te tangata | Nurture whanaungatanga:

- We build and nurture genuine relationships by expressing manaakitanga, uplifting others through care, respect, and generosity, and fostering connection and belonging.

- We honour wairuatanga, recognising the unique identities, expressions, and needs across our diverse individuals and communities.
- We uphold our kaupapa in service of ākonga and communities past, present, and future, by embodying kotahitanga and working as one toward shared goals and outcomes.

Herea te mana | Act with integrity:

- We uphold our own mana by acting with honesty and integrity, and by doing what is tika and pono, even when it is not easy.
- We uphold the mana of others by demonstrating respect, maintaining trust and confidence, and showing integrity in all our interactions.

Herea te pono | Be committed:

- We make measured and sustained contributions to EIT's shared goals and outcomes, aligning our efforts with a shared kaupapa, as the seen face of our tūpuna and as future tūpuna ourselves.
- We are accountable for our impact and take ownership of both successes and challenges.
- We uphold our oranga, and the oranga of others, ensuring we remain strong and resilient in times of challenge.