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***Craft* Management Charitable Trust - Trustee**

Craft Management Charitable Trust (***craft***) is advancing its plan to establish their education, training and production hub for those within the film, television, radio and acting industry. ***craft*** is seeking to add 2-Trustees to the team to assist with the strategic planning and governance of the charity. ***craft*** is needing someone to take on the role as Secretary and another Treasurer but welcome the right person to the team who has a passion to bust glass ceilings and remove the roadblocks for creatives to receive the support, mentorship training and work opportunities to develop and establish their careers. Ideal candidate(s) would be experienced in governance or willing to take the training to upskill in that area. Understand the industry we are serving, have a passion to work alongside the Purpose of the charity. This requires someone who can be comfortable in leadership, public speaking, negotiating, delegating, training, mentorship, and networking. We value a diverse range of experience and cultures on our Board, and in addition to the above, encourage anyone with expertise in any of the following areas to apply:

* Legal
* Business development and management
* General Fundraising & Industry specific funding experience
* Accounting
* Film & Television Production
* Radio Broadcasting
* Training & Instruction

**About Us**

***Craft* Management Charitable Trust**

Is a new Trust and was established in September 2021. With lockdown and traffic light settings our launch has been significantly delayed and we are eager to move the plans forward for the Trust and establish our first main facility in 2022 and seek to establish additional locations for productions within the area over the next 2-4 years.

**Our Purpose:**

**1. Training and Production Centre:**

***craft*** purpose is to establish and maintain the operation of an education and production centre that will provide training, collaboration, and mentorship for those within the film theatre, radio and television industry. We are seeking to establish Social Enterprises to develop revenue for ***craft*** and employment for those in our industry.

**2. Professional Development:**

Supporting women, Māori, Pacifica, ethnic, neuro-diverse and other ability persons in providing scholarships and internships to further develop and hone their film, radio and television professional skills

This is an exciting opportunity for someone with a strong sense of community, who has many years of business and relevant industry experience and who wishes to further the purpose of the Trust to the betterment of those within our community.

**Key Responsibilities**

* Setting objectives, strategies, direction and goals for the Trust
* Developing Board policies and expectations of management
* Identifying and monitoring risks
* Monitoring and evaluating performance of the organisation, including financial viability and performance
* Promoting the work, and championing the profile of Craft Management Charitable Trust
* Pursuing strategic opportunities to grow the organisation’s reach and impact
* Networking, media relations,

**Commitment**

The Trustee role will initially involve monthly meetings with open line of communication that can be daily or weekly as we move to establish and fit out the new venue. In total, it is anticipated that there will be up to eleven meetings spread throughout the year. Meetings are approximately two hours.  With the development of the Trust and establishing the facility the time commitment can be bigger at this stage and wind down after it has opened. The role would include viewing real estate, property acquisition process, creating a floor plan, securing quotes, applying for funding, securing sponsors and social enterprise partners and all planning needed to achieve opening of the facility. Trustees are also expected to attend functions that promote, raise funds, and enhance the profile of our Trust, as appropriate.

**Remuneration**

The Board Member role is voluntary however a fee for attending monthly meetings will be established that falls within industry standards and all expenses will be reimbursed. Benefits include Trustee experience and exposure to varied and interesting work, including community engagement, philanthropy and fundraising and being a strategic influencer in developing and mentoring new talent.

**Website**

www.craft.org.nz

 **About You: Particular skills/competencies sought**

We seek an experienced Trustee to step into the Trustee role and work alongside current Trustees and Chairperson, providing support and strategies to the executive team:

* High energy, with a strong sense of community and knowledge of the community sector
* Active contributor, with sound judgement skills
* Thought leadership, underpinned by current governance best-practice, with the drive to build a successful service, whilst developing a strong and diverse team
* Comfortable working with various cultural and ability groups
* Honour and embrace Te Tiriti o Waitangi/Treaty of Waitangi in Aotearoa New Zealand
* Ability to thrive in a dynamic environment
* Understanding of and affinity with stakeholder governance
* Experience in values-and-purpose driven organisations
* Highly developed interpersonal, verbal and written communication skills
* Absolute commitment to maintaining confidentiality of sensitive personal and business information
* Proven experience in/with developing businesses or working within the Entertainment Industry

To apply for this position, please send a covering letter and CV to, CJ Dafoe, Trustee and Managing Director to cj@craft.org.nz. Applications will remain open until position(s) are filled.