



POSITION DESCRIPTION

Tumu o Te Rito o Rotowhio

The New Zealand Māori Arts and Crafts Institute (NZMACI), located within Te Puia in Rotorua, is the custodian of traditional Māori arts, crafts, and cultural knowledge. Established to preserve and protect these taonga, NZMACI operates under the NZ Māori Arts and Crafts Institute Vesting Act 2020, continuing its mission to safeguard and promote the legacy of Māori culture for future generations.

NZMACI focuses on fostering mastery in traditional skills, developing leaders in Māori arts, and enriching the cultural and educational experiences of its taura and employees. It offers a proactive, values-driven workplace, encouraging personal and professional growth in a culturally fulfilling environment.

Under the Act, NZMACI is tasked with six core functions:

1. Encouraging, fostering, and promoting ahurea and toi Māori (Māori culture and arts).
2. Providing training for iwi, including whakairo rākau (carving) and raranga (weaving).
3. Awarding grants for study, training, and experience in Māori arts and crafts or other approved areas.
4. Conferring diplomas or certificates for qualifications in Māori arts, crafts, or culture.
5. Supporting demonstrations, exhibitions, and tours of toi Māori and toi whakaari Māori (Māori performing arts).
6. Ensuring the sustainable development of scenic and tourism attractions in Rotorua and beyond.

OUR WHY

Toitū te ahurea Māori – Leaders in uplifting Māori culture.

TE PUIA VALUES

Mātauranga Māori - Taonga Tuku Iho - Manaakitanga - Whakanui

NZMACI | TE PUIA PRINCIPLES

<i>Teamwork:</i>	Consistently demonstrate an unselfish commitment to working with others to create a collaborative culture.
<i>Passion for Customer:</i>	A positive relationship through outstanding service with each and every interaction. Understanding our manuhiri and what they want.
<i>Integrity:</i>	Upholding the highest ethical standards and promote trust and respect.
<i>Excellence:</i>	Exceeding expectations and taking intense pride in everything that we do every day.
<i>Leadership:</i>	Having the courage to rise above challenges through adversity that will inspire others. Providing a supportive, safe, and healthy workplace.
<i>Innovation:</i>	Imagining what is possible and being brave. Fostering creativity that challenges constraints and drives progress. Being adaptive and flexible.
<i>Guardianship:</i>	Take care of the land, environment, and other assets for future generations.

Position Title:

Tumu o Te Rito o Rotowhio

Department:

NZMACI

Reports to:

GM NZMACI

Direct Reports to Position:

Pouako Raranga

Key Relationships (Internal):

General Manager NZMACI, Tumu me ngā Pouako o Ngā Wānanga, Te Puia extended management team, NZMACI Commercial Business Manager, Wānanga Administrator, Āhua Gallery Manager.

Key Relationships (External):

Iwi/hapū, Iwi/Māori organisations, Funders, Contractors, Service Providers, Suppliers.

Purpose of the Position:

To lead the strategic and operational management of Te Rito o Rotowhio, New Zealand's national weaving school, ensuring the preservation and promotion of Māori arts and culture under the NZ Māori Arts and Crafts Institute (NZMACI) Vesting Act 2020. This includes

fostering traditional weaving techniques, delivering quality education, maintaining a skilled workforce, managing resources, and collaborating with iwi and stakeholders to support cultural heritage and organisational objectives.

Key Accountabilities:

Focus Area	Accountabilities
Leadership & Operations	<ul style="list-style-type: none"> • Lead the strategic and operational management of Te Rito o Rotowhio, ensuring efficiency, cultural alignment with tikanga Māori, and adherence to organisational goals. • Oversee financial operations, including budgeting, recovery lines, resourcing, invoicing and Greentree, in collaboration with the Commercial Business Manager to support sustainability and growth. • Ensure a sufficient workforce of skilled weavers to deliver high-quality learning experiences for taura while maintaining operational excellence. • Develop and implement strategic and operational plans, integrating quality systems and processes to enhance wānanga performance. • Manage workforce rostering through Deputy, ensuring optimal coverage and efficiency to meet operational and educational needs.
Teaching & Knowledge Sharing	<ul style="list-style-type: none"> • Design, deliver, and continuously improve structured learning modules and courses aligned with the NZMACI curriculum, focusing on the preservation and transmission of iwi/Māori raranga techniques and traditions. • Foster an inspiring and inclusive learning environment that encourages skill retention, cultural pride, and intergenerational knowledge transfer. • Facilitate the creation of taonga by taura and staff during learning activities, ensuring the production of high-quality items that can be displayed and sold in the gallery to support NZMACI's commercial objectives. • Create and maintain well-equipped, culturally suitable workspaces for effective teaching and learning, incorporating organisational practices. • Act as a mentor and cultural leader, providing guidance to taura and staff to support their professional and cultural development.
Team Leadership & Development	<ul style="list-style-type: none"> • Provide strategic leadership and management to all direct reports, ensuring alignment with organisational goals and cultural and commercial objectives. • Conduct regular performance reviews, deliver constructive feedback, and support the professional growth of team members.

	<ul style="list-style-type: none"> • Foster a collaborative and innovative team environment that promotes open communication and continuous improvement. • Proactively monitor team performance, addressing challenges to maintain high standards and optimise outcomes.
Engagement & Collaboration	<ul style="list-style-type: none"> • Build and nurture relationships with iwi Māori, stakeholders, and cultural organisations to foster meaningful collaborations that align with NZMACI's objectives, tikanga and kaupapa Māori principles. • Represent NZMACI locally and internationally, showcasing Māori weaving traditions and promoting the organisation's values and cultural integrity. • Participate in wānanga, forums, and educational programmes to strengthen collective knowledge-sharing efforts and ensure access to sustainable raw materials for raranga practices.
Resource & Knowledge Management	<ul style="list-style-type: none"> • Develop and manage a robust repository of authentic iwi/Māori knowledge and resources to support effective wānanga operations and teaching. • Maintain comprehensive documentation of cultural practices, teaching methodologies, and learning outcomes to ensure the preservation of knowledge for future generations. • Regularly update and refine course materials, ensuring relevance and alignment with taura needs and organisational goals.
Health & Safety	<ul style="list-style-type: none"> • Establish and enforce comprehensive health and safety protocols to ensure a safe environment for taura, staff, and visitors. • Monitor compliance with safety standards, implementing quality assurance processes to uphold operational and educational excellence. • Actively participate in organisational health and safety initiatives, fostering a culture of safety and responsibility.
Promotion & Advocacy	<ul style="list-style-type: none"> • Advocate for the preservation and promotion of raranga techniques by participating in cultural events, exhibitions, and workshops locally and internationally. • Lead initiatives and projects that highlight Māori weaving traditions, ensuring alignment with NZMACI's values and objectives. • Act as a cultural ambassador, promoting the integrity and significance of kaupapa Māori practices in diverse forums.
Additional Responsibilities	<ul style="list-style-type: none"> • Support organisational objectives by undertaking additional tasks as directed by senior management and adapting to evolving business needs. • Maintain flexibility and readiness to contribute to cultural and customer service needs while pursuing personal and professional growth through ongoing development plans.

Key Role Outcomes:

- Te Rito o Rotowhio is effectively led in alignment with the NZ Māori Arts and Crafts Institute (NZMACI) Vesting Act 2020, ensuring the preservation, protection, and promotion of Māori arts and culture while delivering on cultural heritage obligations.
- Financial operations, including budgeting, recoveries, procurement, and resourcing, are efficiently managed to support sustainability and growth.
- High-quality learning experiences are delivered through the maintenance of a skilled workforce and the design of culturally aligned learning modules that preserve iwi/Māori traditions.
- Direct reports and teams are effectively led, achieving high performance and alignment with organisational objectives through collaboration and professional development.
- Relationships with iwi Māori, stakeholders, and cultural organisations are fostered to support collaboration, resource access, and cultural integrity.
- Comprehensive health and safety protocols are implemented, ensuring a safe environment for taura, staff, and visitors.
- Raranga techniques are advocated for through cultural events, exhibitions, and initiatives, promoting their preservation and significance locally and internationally.
- Organisational goals are supported through flexibility, cultural leadership, and expert advice, ensuring readiness to adapt to evolving needs.

Person Specifications:

- Passion for raranga and a deep commitment to its preservation and promotion.
- Demonstrates a high level of technical skill and understanding in traditional raranga practices.
- Proven educational teaching experience, particularly in designing and delivering training programmes in raranga.
- A kaupapa-driven mindset, consistently going above and beyond to uphold cultural values and principles.
- Acknowledged and respected by peers as an expert in the field of mahi raranga.
- Proven ability to deliver courses and training programmes in raranga with cultural integrity and effectiveness.
- Knowledge of traditional Māori art, craft, culture, and their origins, especially within a tourism context.
- Ability to multi-task effectively and produce required outcomes within set timeframes.
- Skilled at communicating with manuhiri in a way that bridges cultural understanding, explaining Māori concepts and words in accessible terms.
- Proficient in te reo me ōna tikanga Māori, with the ability to apply these in a variety of organisational contexts.
- Demonstrated leadership qualities, with the ability to inspire, influence, and lead teams with emotional intelligence.

- Collaborative team player, comfortable working with people from diverse backgrounds and levels.
- Reliable and disciplined, with the ability to inspire others to uphold similar values.
- Excellent written and oral communication skills, with proven ability to articulate ideas clearly and effectively.
- Familiarity with the history, current operations, and future aspirations of NZMACI and Te Puia.
- Intermediate proficiency in computer skills, enabling effective use of organisational tools.

Acknowledgement:

I confirm that I have read and understand the duties and responsibilities outlined for this role. I commit to performing my role in a manner that supports the success of Te Puia, contributes meaningfully to its growth and development, and upholds its core kaupapa, values, and objectives with integrity and dedication.

Name: _____

Signed: _____

Date: _____