

# Creative Team Manager

## Ngahere Communities

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**Title** Ngahere Communities  
Creative Team Manager

**Position Type** Full Time Permanent  
40 hrs per week  
Onsite (Manukau) and/or online  
\$58,000 - \$70,000

**Reports to** Ngahere Inc. CEO

**Relationships** CEO  
Founders  
People Team  
Digital Team  
Operations Team  
Customers & Clients  
Stakeholders

**Role Purpose** This is an exciting middle management role in South Auckland's creative sector. Our team of creatives are extremely talented, and our networks are heaving with requests for creative mahi from South Auckland's pool of talent.

We're looking for someone who can lead our team of creatives to deliver to the brief, on time, every time. Our team specialises in digital storytelling, from Fb ads to YouTube series, clothing design to podcast production, email marketing to \$50k+ campaigns, and are building our portfolio of documentary productions. You need to be a strong leader, have great time management, and ideally have a creative craft of your own.

We're looking for an experienced manager of people, someone that can inspire others, encourage them whilst getting project delivery, taking our creative team to a new level as we continue to grow. The ideal candidate will have a natural eye for design and a drive to inspire dynamic ideas that connect with all types of audiences and understand the key

elements vital to growing and connecting our communities.  
He tangata, he tangata, he tangata.

**Key  
Responsibilities**

- Onboard and manage creative clients and customers in accordance with Ngahere Creator's objectives, develop proposals, manage client expectations and oversee the delivery of quality creative services on time and on budget.
- Maintain the level of quality that goes with the Ngahere brand
- Manage and distribute the creative teams' workload, engaging creative contractors where necessary.
- Leadership of the creative team, inspiring creativity and productivity, managing basic HR requirements (leave, professional development plans etc.)
- Generating reports to feedback creative team outputs, impact and outcomes to management, proposing development and changes as needed.
- Work alongside the digital team to develop the creative for all internal marketing campaigns and platforms, overseeing the creative for the Ngahere Inc. family of brands.
- Connect with and bridge Tukua Toi participants (South Auckland creatives) into paid opportunities within the Ngahere Creators team and workload
- Ensure the creative team systems and processes are efficient and compliant, working with the operations team. Maintain production budgets, permits, release forms etc
- Manage, maintain and care for the creators gear - computers, camera gear, lighting, audio, digital storage, software etc. Overseeing ongoing purchasing and upgrades according to budget and requirements

**Daily and  
Monthly  
Responsibilities**

- Supervise a cross-functional team of graphic designers, copywriters, social media experts, photographers/videographers, illustrators and project managers in the strategic development of messages and deliverables
- Prioritize work and resources across engagements based on short- and long-term needs, establishing production schedules by collaborating with designers, copywriters, and production departments
- Conduct brainstorming sessions with creative team, maintaining strategic and creative thinking to develop innovative and actionable creative initiatives in a fiscally responsible manner
- Review and approve art and copy developed by the team, ensuring deliverables that effectively address marketing goals and challenges

- Produce fresh, innovative work that translates complex ideas into compelling print materials and digital experiences for visually sophisticated audiences
- Present, or oversee presentation of final concepts, and obtain approvals for deliverables

**Skills and  
experience**

- Proven experience with creative concept development
- Highly skilled with leading a team of creative talent
- Strong creative vision with an understanding of business objectives