

11 April 2025

Tēnā koe

#### **Official Information Act request**

Thank you for your email of 14 March 2025 to the Ministry of Social Development (the Ministry). You requested documents related to the Pathways to Arts and Cultural Employment programme and Creative Careers Service (CCS) delivered in partnership with the Ministry of Culture and Heritage.

I have considered your request under the Official Information Act 1982 (the Act). Please find my decision on each part of your request set out separately below.

Please refer to the below appendices released to you, in response to your request:

- Ministry of Social Development. (n.d.). PACE insights Career support for creatives.
  - Appendix 1- PACE Insights for Career Support for Creatives
- Litmus. (2022). The creative careers service pilot evaluation plan.
  - Appendix 2- Creative Careers Service Evaluation Plan
- Manatū Tonga Ministry for Culture and Heritage & Ministry of Social Development. (2020). Support for creative hui outcomes: Themes and selected discussion topics, DRAFT version 4.
  - Appendix 3- Support for Creatives Hui Outcome Summary
- the mapping conducted of the "PACE referral process"
  - Appendix 5- PACE MAP
- Work and Income New Zealand. 2008. Pathways to Arts and Cultural Employment (PACE) Resource Pack. Wellington: Work and Income New Zealand.

#### • Appendix 6- PACE 2008 Resource Pack

I am refusing your request for the two below documents under section 18(g) of the Act as the information you had requested is not held by the Ministry and I have no grounds to believe that the information is either held by or closely connected to the functions of another department, Minister of the Crown or organisation.

- Info sheet\_Wayfind evaluation.pdf
- Info sheet\_Elevate evaluation.pdf

The Ministry has, however, located a copy of the original Information Sheet template which was provided to Litmus in order to carry out the evaluation. I have attached this document as **Appendix 4- Creative Careers Service-Information Sheet for Participants.** 

I am refusing your request for the below documents under section 18(g) of the Act as the information you had requested is not held by the Ministry and I have no grounds to believe that the information is either held by or closely connected to the functions of another department, Minister of the Crown or organisation.

the "archived records and reports" on PACE, the subsequent analysis that informed the design of CCS, and records from discussions with potential participants and providers.

I understand you have made the same request to the Ministry of Heritage and Culture (MCH). The Ministry of Heritage and Culture may hold further documents in scope of this part of your request and you can expect to hear from them directly on this.

I will be publishing this decision letter, with your personal details deleted, on the Ministry's website in due course.

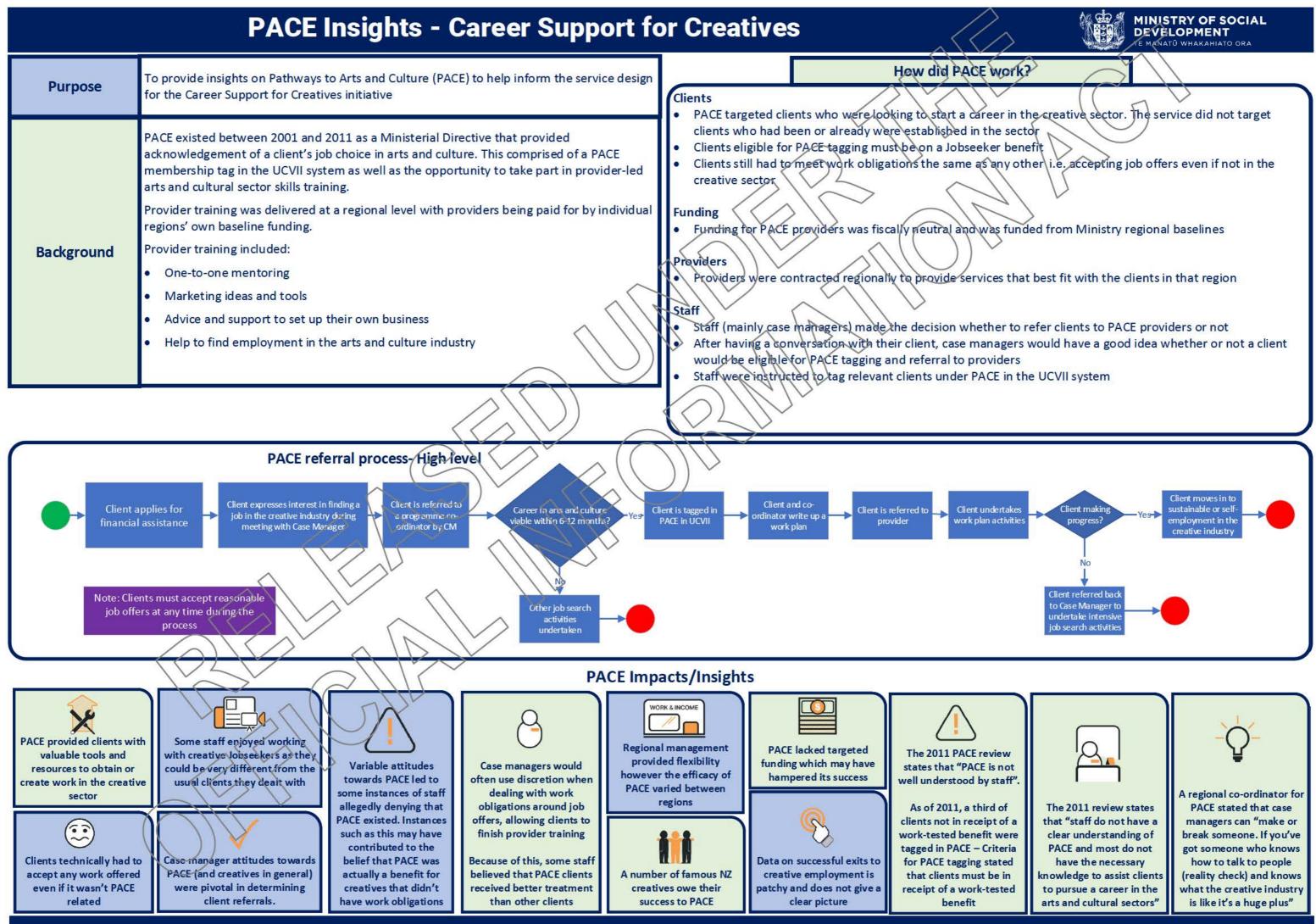
If you wish to discuss this response with us, please feel free to contact <u>OIA Requests@msd.govt.nz.</u>

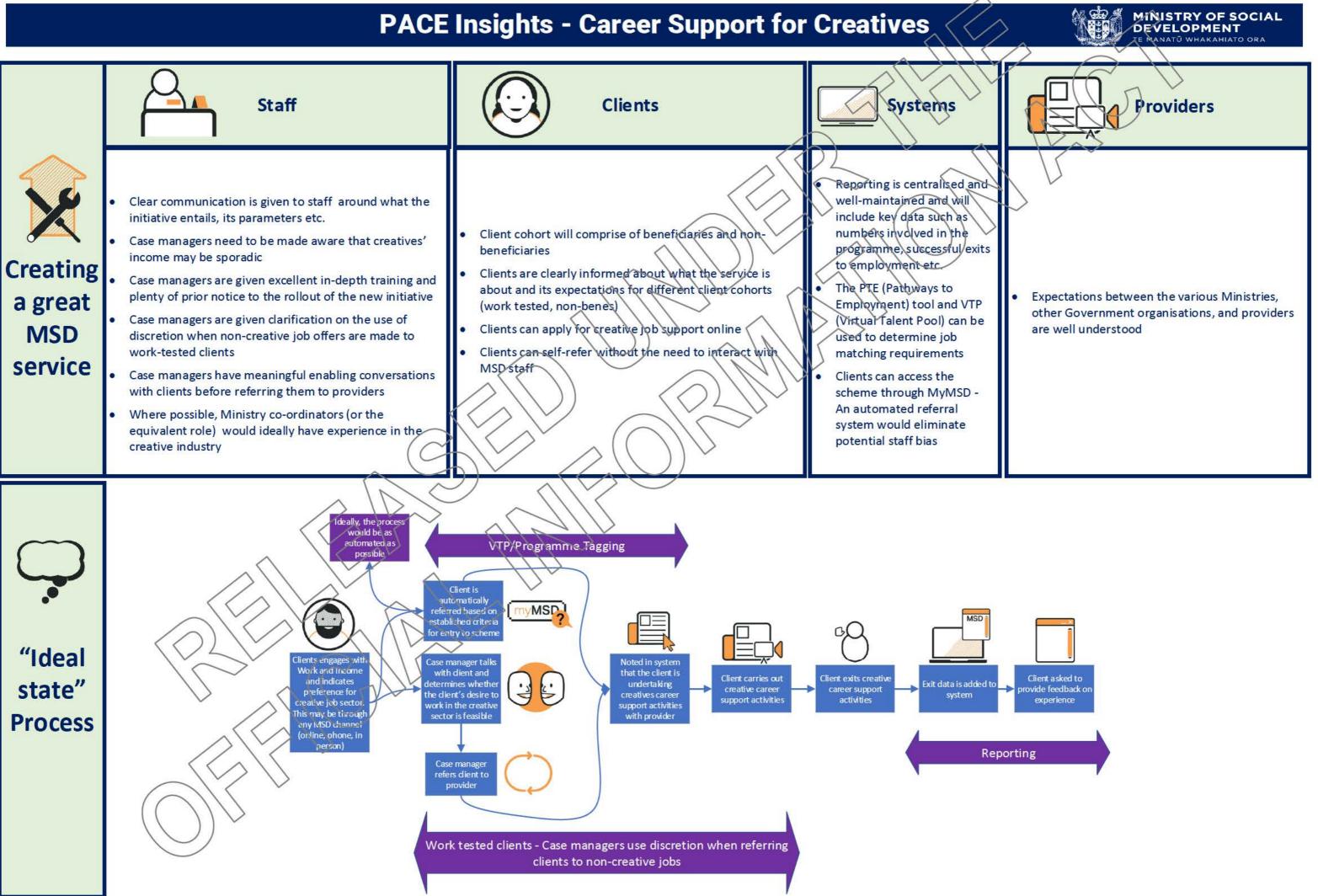
If you are not satisfied with my decision on your request, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at <u>www.ombudsman.parliament.nz</u> or 0800 802 602.

Ngā mihi nui

Informad pp.

Anna Graham General Manager Ministerial and Executive Services





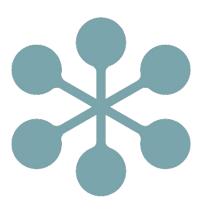
# Litmus

## Evaluation plan for the Creative Careers Service pilot

Prepared for the Ministry of Social Development

7 October 2022





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## **Evaluation background**

This document presents the evaluation plan for the Creative Careers Service process evaluation.

## The Creative Careers Service aims to support creatives to build sustainable careers and income

The Creative Careers Service pilot (the Pilot) was designed by the Ministry of Social Development (MSD) in conjunction with the Ministry for Culture and Heritage (MCH). It was rolled out in 2020 and 2021 in response to the COVID-19 pandemic. The service aims to help people in the creative sector develop non-creative skills which will support them to be financially sustainable in their chosen creative field.

The Pilot supports both creative jobseekers looking for employment and those already in the industry to grow and adapt their creative careers and retain employment. The service is available to creative jobseekers inside and outside the MSD benefit system, those exiting education in a creative field, as well as creative sector workers who have lost income due to the pandemic.

The Pilot is intended to support up to 1,000 people over two years across three pilot regions: Auckland, Waikato, and Nelson. The first pilot was rolled out in the Auckland region in December 2020 and was then extended into the Waikato and Nelson regions in February and March 2021.

## The Pilot is a partnership between MSD, MCH and five providers

The Creative Careers Service is a new service building on insights from the former Pathways to Arts and Cultural Employment (PACE) scheme and providers with experience supporting creatives. The Rilot funds five services each delivered by a contracted career service provider:

- Toipoto, The Big Idea (Auckland)
- Tukua Toi, Ngahere Communities (Auckland)
- Wayfind Creative, Depot Artspace (Auckland)
  - Elevate, Creative (Waikato)

*Art/Work,* Nelson Tasman Chamber of Commerce (Nelson)

Through these services, the Pilot aims support people in the creative sector to determine their career and financial goals and develop these goals to ultimately achieve sustainable careers and income.

Available support is person-centred and could include developing skills such as networking, business management, contract negotiation, marketing and applying for funding. Support may range from light touch support (e.g. attendance at workshops, regular meetings with the service provider) to more personalised one-on-one intensive support.

Participants take part in the service for up to a maximum of nine months, with the option of up to three months post-service support. Through the service, participants co-develop:

- a Personal Development Plan (PDP) to identify and record the participant's creative goals (short and long-term)
- an Exit Plan to help the participant transition out of the service and identify post-service support if required.

Both plans are a collaborative agreement between the service provider and participant.

Participation in the service is voluntary. Participants are self-referred directly to a provider or referred by MSD staff (e.g., case manager). Those eligible are both MSD and non-MSD participants who are:

- of working age (18–64 years)
- live in a pilot region (Auckland, Waikato or Nelson)
- have a recognised creative qualification or relevant experience in a creative field (e.g., Ngā toī Māori, Pacific Heritage arts, craft art, music, dance, film).

Eligibility includes established creatives who have been affected by COVID-19 and recent graduates from tertiary education in a creative field.

#### **Evaluation purpose**

The process evaluation will assess the design, implementation, and short-term outcomes from the Pilot against the key evaluation questions (see below). A logic model was developed to guide evaluation of the Pilot (refer Appendix 1). The evaluation findings will enable MSD to:

- identify how well the Pilot is being implemented
- contribute to the service design or best practice changes
- expand MSD's evidence base on employment services for people working in the creative sector, and improve understanding of the relationship between employment and other social outcomes
- focus on the design, implementation and short-term outcomes of the service
- identify what is and is not working in the current delivery of this service and gather suggestions for improvements
- explore participants' experiences of the service and their perceptions of its impact in the short time since taking part.

MSD is particularly interested in the extent the services are being delivered equitably and are achieving equitable outcomes for Māori and Pacific creatives as well as those in other population sub-groups including rainbow community/takatāpui and artists with disabilities. Accordingly, answers to each evaluation question will specifically consider how the services respond to Te Pae Tata, MSD's Māori Strategy and Action Plan, and Pacific Prosperity, MSD's Pacific Strategy.

#### Evaluation questions

The evaluation will answer the following key evaluation question (KEQ) and sub-questions:

KEQ: How effectively has the Creative Careers Service been designed and implemented to achieve desired outcomes?

Design

- How well does the service design meet participants' needs?
  - What are the strengths and weaknesses of the service design?
- How does the service design differ from or align with other services, and what is its added value for participants?
- How effectively was the service designed to handle the ongoing disruptions of COVID-19?
- How effectively was the service designed to align with Te Pae Tata and Pacific Prosperity?

#### Implementation

- How well has the service been implemented?
- Where have there been challenges in delivering the service?
- What aspects of the service have proven successful?
- How does the service support participants who work with toi Māori or Pacific heritage arts?

- How does the service support participants with diverse needs and/or learning requirements? (Particularly for Māori and Pacific and other ethnic minority groups, rainbow communities, and people with disabilities)
- How has the service been impacted by the ongoing disruptions caused by COVID-19?
- What are the facilitators of and barriers to participants engaging with and sustaining their participation in the service?

#### Short-term outcomes

- To what extent do participants feel the service has helped prepare them to pursue a career in a creative field?
- To what extent do participants feel the service has helped articulate goals for their artistic career and develop a career plan to support these goals?
- To what extent do participants feel the service has helped them articulate goals for income and develop a business plan to support these goals?
- To what extent do participants feel the service has increased their knowledge of relevant sectors and led to stronger professional networks?
- To what extent do participants feel the service has helped them source funds for business development where needed?
- To what extent do participants who work with toi Māori or Pacific heritage arts feel the service has met their needs?
- To what extent do participants feel the service has met their diverse needs and/or learning requirements? (Particularly for Māori, Pacific, other ethnic mmority groups, LGBTQIA+ communities, and people with disabilities.)
- To what extent do participants feel the service has added value within a broader range of available initiatives?

The KEQ is the high-level question the evaluation is designed to answer and not the specific questions asked in an interview or a questionnaire. The sub-evaluation questions indicate the areas of investigations to answer the KEQ. Having the KEQ and sub-evaluation questions makes it easier to decide what data to collect, how to analyse it, and how to report it.

We will use a range of data sources to answer the KEQ and sub-evaluation questions, including interviews, monitoring data (e.g., Post-exit survey data), and Pilot documentation.

We have used the KEQs, as relevant to the stakeholder group, to develop the qualitative discussion guides (refer Appendix 3).

### Overview of the evaluation approach

The evaluation runs from September 2022 to February 2023. Table 1 details the evaluation activities and agreed completion dates. We will provide monthly email progress updates for MSD.

#### Table 1: Overview of evaluation activities for evaluation

**Phase 1: evaluation ethics and design** *Deliverable* – ethics application submitted **Completion date** Early Sept

Deliverable – evaluation plan submitted to MSD	23 Sept 2022
<b>Phase 2: fieldwork</b> X interviews with stakeholders and participants across the five services	26 Sept – 21 Oct 2022
<i>Deliverable</i> – complete fieldwork	28 Oct 2022
Phase 3: reporting and analysis	
Analysis	
Presentation with headline findings	4 Nov 2022
Sensemaking workshop with MSD	28 Nov 2022
Deliverable – Final Draft report submitted by MSD	28 Feb 2023
Final report submitted to MSD publications committee	28 April 2023
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#### Data collection processes

We collaborated with MSD to design this evaluation plan

To develop the evaluation plan, we completed the following activities:

- We held a briefing session with the MSD Research and Evaluation and key MSD stakeholders to be briefed on the evaluation and its intended use
- · We reviewed relevant background information and other supporting data
- We met with a senior MSD stakeholder to gain their input into the evaluation (in progress)
- We completed ethics review.

#### Qualitative interviews with service participants and stakeholders

The proposed method for the evaluation is qualitative interviews with service participants, providers and MSD and MCH staff. This methodology will ensure a deep understanding of participants' experiences, with a focus on how the Budget-19 funding has influenced the quality of support received and service user outcomes. The involvement of frontline staff will capture how the funding has impacted on the capacity and capability of the workforce.

We will interview 49 stakeholders (see breakdown Table 2 and 3 below). This includes:

- 35 current and former service participants
- 10 service provider staff and managers
- Z staff from each of the Ministry of Social Development and Ministry of Culture and Heritage.

We will select participants at different stages of completion across the three regions. We will prioritise Māori and Pasifika participants. We will aim to conduct 15 interviews with Māori participants, 10 interviews with Pasifika participants and 10 interviews with Pākehā and other ethnicities. We will also aim to interview rural participants in Waikato (e.g., those outside Hamilton).

At each service, we will respond to the service provider context. We will adapt our question guides where relevant to reflect the service provider context. We will also draw on any existing administrative data and documents to answer the evaluation questions. We will review the draft sample frame on review of the profile of participants using the service at each provider.

#### Table 2: Purposive sample framework for CCS participants

Participant profile	No. interviews per provider (n=7)	No. interviews across all (n=35)
Ethnicity		
Māori	3	15
Pasifika	2	10
Pākehā and other ethnicities	2	10
Engagement		$\wedge$
Currently using service	2	10
Completed the service	2	
Former participant who left service early	2	
Completed service and in post service support	1	5
Table 3: Purposive sample framework for sta	keholders	
	5. interviews (n=14) 10 (2 per provider) 2 2	

#### We have developed interview guides tailored to each stakeholder group

We will follow a semi-structured interview guide for each stakeholder group e.g., service participants and providers and MSD and MCH stakeholders (refer Appendix 2). The questions in the guide are based on the KEQs and sub-evaluation questions. We will adapt the questions to respond to the context and needs of the participant. We will refine the discussion guides based on MSD feedback.

We have developed an information sheet and consent form for all stakeholder groups (refer Appendix 2), MSD provided feedback on these tools.

#### We will follow culturally safe evaluation practices

All evaluation team members will adhere to Smith's (1999, p120) seven kaupapa Māori practices to guide our engagement throughout recruitment, interviews, and analysis and reporting:

- Aroha ki te tangata (respect for people)
- Kanohi kitea (the seen face; that is, present yourself to people face-to-face)
- Titiro, whakarongo...kōrero (look, listen...speak)
- Manaaki ki te tangata (share and host people, be generous)
- Kia tupato (be cautious)
- Kaua e takahia te mana o te tangata (do not trample over the mana of the people)
- Kaua e mahaki (do not flaunt your knowledge).

We will engage respectfully and build trust with our stakeholders. This means we:

- follow appropriate processes to recruit participants (outlined below)
- tailor our information and communication for different stakeholders
- provide all participants with information about the evaluation and their rights, and follow an informed consent process
- ensure that Māori and Pasifika evaluators are leading the engagement with Māori and Pasifika participants and are guiding the analysis and reporting for these groups
- ensure all researchers on the team are culturally competent to research in bi- and multi-cultural contexts (e.g., reo Māori and tikanga knowledge and capability)
- conduct interviews face-to-face, at a location easily accessible and comfortable for participants where possible
- ensure confidentiality of information.

#### We will follow privacy and ethics processes during the recruitment of participants

We will work with providers to identify, contact and recruit service participants. MSD's ethics board and privacy have reviewed and signed off our processes. We include our ethics application in Appendix 3.

We will follow this recruitment process:

- Litmus will meet with the Creative Careers Service providers via a videoconference. At the online meeting with providers, Litmus will:
  - explain the purpose of the evaluation and how findings will be used
  - o confirm the selection criteria for research participants
  - agree the process to access creative careers service participants and providers to invite to participate in the evaluation.
- Providers will inform potential interviewees and staff about this project, their involvement, its use and seek permission to forward their contact details to Litmus.
- Litmus will ask potential interviewees if they are happy to participate in an interview with Litmus (face to face or online or via telephone). They will know that they do not have to take part, findings will not identify individual contributions, and they can access findings following their interview. They will also know that they can bring a support person(s) to the interview and can withdraw from the interview at any time.
  - Interviews with service participants will be face-to-face, by phone or videoconference (Zoom or similar) depending on participant preference and location (e.g., rural participants in Waikato). Face to-face interviews will be held at a safe and comfortable venue as preferred by participants and safe for the interviewers. The spaces are likely to be community venues or NGO facilities.

Before the interview, Litmus will complete the informed consent processes and gains a written or verbally recorded consent.

At the interview, participants will receive a \$50 koha (supermarket voucher) to recognise their contribution and time to the evaluation.

• With participants consent, Litmus holds interview audios and transcripts on an encrypted SharedDrive file. Participants will receive a copy of their transcript, if requested.

We will ensure that participants know their rights before starting the interview. MSD clients will be made aware, whether they take part or not, what they say will not affect their entitlements or support from MSD. Participants will be able to stop the interview at any time without giving a reason.

We will follow a safety plan and security protocols for evaluators (Appendix 5).

### We will review and carry out descriptive analysis of existing programme monitoring data and survey data

Pilot monitoring data (collected by providers) currently collects gender, age, and ethnicity, stage of completion, creative field(s), etc.

Post-exit survey data will complement the qualitative work. A post-exit survey is already in place which is distributed to clients as they exit the service. To date there have been only a few responses, but we expect to receive more. This data will be used for analysis of participant perspectives of the short-term outcomes and the extent to which the service increased their confidence in pursuing a creative career. Thematic analysis of the survey responses should be woven into the report alongside interview data.

## We will conduct thematic analysis of qualitative interviews

Answering the evaluation questions requires an integrated analysis framework that incorporates the perspectives from the sub-groups interviewed. On completion of the fieldwork, we will undertake the following analysis activities:

- At the end of fieldwork, the Evaluation Team will hold an analysis workshop to collectively develop draft code frames to undertake inductive analysis.
- We will transcribe all interviews verbatim using in-house and external transcription services
- We will refine the code frame and thematically code all in-depth interviews with stakeholders, service providers and service participants
- A second analysis workshop will review the themes from the coding to identify insights and agree on evaluation judgements. In this analysis hui, we will:
  - take a system perspective to identify and assess how the Pilot services are working within the creative sector
  - consider differing views/voices. Critical consideration will be given to participants' experiences of the services
  - o frame the analysis on the Rilot's and individual service's intended design in the local context
  - triangulate findings across the sub-groups to identify supporting and conflicting findings and understand any contradictions
  - o agree on the draft report structure which we will discuss and refine with MSD.
- We will draft the evaluation report based on the findings. Writing is shared across the evaluation team, reflecting the fieldwork completed.
- Before the draft report is submitted, the report is:
  - reviewed by all members of the evaluation team and evaluation judgements are refined
  - edited to ensure conciseness, plain English, and consistent voice
- The draft report will be refined following feedback from MSD's Research and Evaluation Team, Service Delivery teams, peer reviewed and QA'd by other MSD stakeholders
- The revised report will be submitted for review by the MSD Publications Committee. Based on their feedback, further changes will be made to the report provided the changes are supported by the evidence base.
  - The report will then be proofed by MSD Comms Team, to then be published online).

#### We will analysis data at multiple levels

We will analyse the perspectives and experiences of stakeholders across the different pilot regions (Auckland, Waikato and Tasman).

We will analyse the perspectives and experiences across all pilot regions sites who identify as Māori, Pasifika, rainbow and people with disabilities. This will include providers with a perspective in ngā toi Māori and Pacific heritage arts.

We will analyse the perspectives and experiences across all pilot regions and ethnicities, those who are at different stages of the pilot (e.g., current CCS participants, participants who completed, left early, in post support service etc).

Evaluators who undertook interviews in particular regions or at different stages will analyse those interviews. Māori and Pasifika evaluators will analyse interviews for their respective audiences. We note the intersectionality, and that evaluators will be analysing across the different levels.

#### We will synthesise the data to form an overall assessment of merit and worth

Once we have analysed the data, we will combine the data to form an overall assessment of merit and worth. This assessment will be in relation to the key evaluation question and sub questions.

We will conduct assessment workshops to synthesis the data to develop evaluative judgements. The Evaluation Team will conduct an initial assessment workshop to develop evaluative judgements. The Evaluation Team will also conduct a follow up sense making workshop with key internal stakeholders to further develop evaluative judgements and identify learnings. Workshops will last about two hours and will be conducted face to face dependent on the Government's traffic light settings.

#### We will prepare a draft and final report

The lead evaluator will lead the report writing Maori and Pasifika members of the evaluation team will provide input into the writing of material for specific audiences to ensure we do not miss or misinterpret cultural nuances

The report will contain a brief executive summary, description of key evaluation questions and approach, a discussion of the findings of the evaluation with tables and quotes, etc, and a discussion of the evaluation's conclusions. Additional information will be in the appendix, e.g., terminology, sample frame. The report will be written in plain English to a non-technical audience and to publishable quality.

Our reports will meet the following quality standards:

• well-structured including all relevant sections covering the evaluation context, data collection, analysis and interpretation of qualitative data to answer the evaluation questions

arguments unfold in a logical fashion, and the connections between component parts are readily apparent

- written clearly so the meaning is readily apparent and free from ambiguity
- proof-read
- free of internal inconsistencies
- expressed in as simple form as possible, without redundancy or text that carries no value
- fact-checked
- sufficient context to allow the reader to understand the reasons for the report and the implications
- cover all relevant issues

• provide readers with illustrative examples of participant's experience.

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## **Evaluation Team**

Role / Name	Activities
<b>Project Lead</b> Sandar Duckworth	<ul> <li>Overall responsibility for evaluation design and implementation</li> </ul>
Litmus Partner	Management of relationship with MSD
	Project managing and coordinating project team
	Ensuring ethical, privacy and quality assurance protocols
	<ul> <li>Qualitative interviews with stakeholders and service participants</li> </ul>
	Analysis, drafting and finalising the report
Senior Researcher and Evaluator	Evaluation design and set-up
Rachael Lamb-Yorski	Qualitative interviews with stakeholders and service     participants and analysis
	Drafting and finalising the report
	SE2 -11 15
Senior Pasifika evaluator	Qualitative interviews with stakeholders and service
Dr. Lanuola Asiasiga	<ul> <li>Data analysis and drafting the report</li> </ul>
	Providing review throughout the project
Researcher and evaluator	Logistics and evaluation support
Roimata Hanchard	Qualitative interviews with stakeholders and service     participants and analysis
/	Providing review
Stand-in Project Lead	Stand in lead as required
Liz Smith, Litmus Partner	
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### Ethics and risk mitigation

We adhere to evaluation principles and standards. Our team are members of the Aotearoa New Zealand Evaluation Association, and the Australian Evaluation Society. We operate under strict codes of ethics regarding confidentiality. The evaluation will be guided by principles and standards defined in the Research Standards for Aotearoa New Zealand.

These principles are:

- respectful, meaningful relationships
- ethic of care
- responsive methodologies and trustworthy results
- competence and usefulness.

The first two principles and their standards are influenced by the values and principles from Maori and Pacific worldviews and form the foundation for realising the other two principles. Each principle has five standards as summarised in the table below:

Principles	Respectful, meaningful relationships	Ethic of care	Responsive methodologies and	Competence and usefulness
	relationships		trustworthy results	astrumess .
Standards	Relationships	Care // V	Responsive	Professional
	Involvement	Respect	Systematic and robust	competence
	Communication	Inclusion	Evaluative validity and	Independent and
	Negotiated	) Protection < <	reasoning	interdependence
	accountabilities,	Reciprocity	Multicultural validity	Project management
	resources and	$\wedge (( ))$	🚫 Transparent	Usefulness
	governance	$\langle \rangle \rangle$		Evaluation
	Self-determination			accountability
	$\langle \langle \rangle \rangle \langle $	$\sim$		
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### The evaluation has been reviewed by MSD's Ethics Panel

The Ethics Assessment Short Form is attached at Appendix 2. It covers recruitment, data collection, the potential benefits and risks to taking part in the evaluation, the informed consent process, and confidentiality and privacy of participant data.

#### Ethical challenges

We identified the following ethical challenges for this evaluation and developed our approach for minimising them (Table 4). The key ethical challenges are:

- maintaining positive cross-agency relationships
- following informed consent processes for providers, MSD staff, and clients
- confidentiality, security and privacy of evaluation data.

#### **Table 4: Potential risks and mitigation strategies**

N	Likelihood of		<b>Risk after</b>
Potential risk	risk	Our mitigation strategy	mitigation
Lack of willingness to engage amongst stakeholders or inability to contribute due to other priorities Service participants feel obliged to take part in an interview because they fear not taking part will	Low	<ul> <li>We will use informed consent process to ensure participants have a clear understanding of the evaluation and their right to withdraw. In addition, we will use:</li> <li>Careful recruitment processes, to establish trust and build rapport</li> <li>Clear communication about the potential usefulness of the findings</li> <li>Clear communication about how taking part or not, or what it shared will not affect participants' MSD benefit</li> </ul>	
affect their benefit		Reassurances on confidentiality.	
Maintaining privacy and security of qualitative data	Medium	Our approach to privacy is outlined below in our strategy to comply with the Privacy Act (Appendix 5).	Low
Evaluators become aware during fieldwork their own or someone else's safety is seriously at risk	Low	<ul> <li>Thorough briefing of interviewing team at the</li> <li>commencement of fieldwork</li> <li>Team briefing on the safety protocol (Appendix 4)</li> <li>Support and debriefing of the team by senior evaluator during and following fieldwork</li> </ul>	Low
The evaluation is not culturally appropriate	Low	We recognise the importance of embodying the principles of Te Tiriti in our work. We have partnered with leading kaupapa Māori evaluators to deliver a culturally appropriate evaluation.	Low
Limitations of interviews as an information stream: Bias due to poor questions Response bias Incomplete recollection	Medium	<ul> <li>Litmus will ensure interview transcripts faithfully portray the experience, behaviour and attitudes of the participant)</li> <li>Litmus will only use experienced evaluators to undertake interviewing</li> <li>Triangulation of data sources will be used to corroborate findings</li> </ul>	Low
Potential to breach participants' privacy and confidentiality	Low Of	• Use of informed consent procedures • Participants are aware of any instances where guarantees of confidentiality cannot be made	Low
Natural disaster	Low	We have disaster management policies and procedures in place. Our policies work. We were operational within 24 hours after the Kaikoura earthquake.	Low

The Litmus Safety Policy and Privacy Statement are detailed in Appendix 4 and 5 respectively.

### We will ensure privacy and safeguard confidential data

We follow the privacy principles in the Privacy Act. Our Privacy Officers are Liz Smith and Sandar Duckworth. They are familiar with our privacy obligations. Appendix 4 contains our privacy statement.

We have rigorous information security and privacy protocols to securely and confidentially store data.

We use Office 365 subscription and AZURE Active Directory. Our subscription to Office 365 is Microsoft 365 Standard with Outlook, Word, Excel and PowerPoint. The services included in this subscription are Exchange, OneDrive, SharePoint and Teams. Litmus-provided machines are connected to Microsoft Azure Active Directory and used to conduct Litmus work. Litmus uses multifactor authentication on our Office 365 logins. We store data confidentially – All participant information is strictly confidential and appropriate measures must be taken to preserve confidentiality. Litmus employees and contractors to Litmus are required to follow the following document security measures:

- Remove participant identifiers from all primary data (for example, typed notes, labels for audio recordings, transcripts, analysis notes etc.)
- Save primary data files with file names that reflect the key sample criteria (for example, P1\_Māori). We will save participant codes and identifying information in a password-protected spreadsheet
- Information with participant names and identifying information (such as recruitment sheets, koha receipt forms, consent forms, attendee lists etc.) must be stored at Litmus and kept separately from interview data.
- Audio recordings are to be taken on digital recorders, not cell phones.
- All primary data is to be saved on the Litmus server as soon as practical after the interviews have been completed. Once saved on the Litmus server, all other copies are to be deleted. After the fieldwork period is complete, audio files are not stored on digital recorders or computer desktops.
- Where sub-contractors are undertaking interviews, raw data files are uploaded onto a passwordprotected Sharedrive folder after the interview. When Litmus confirms receipt of files all other copies need to be deleted. This includes copies on individual computers, recorders, and removing them from the 'recycle bin' of the computer.
- All interview notes, recordings (video and audio), transcripts and consent forms must be deleted from Litmus server within six-months of interview date.

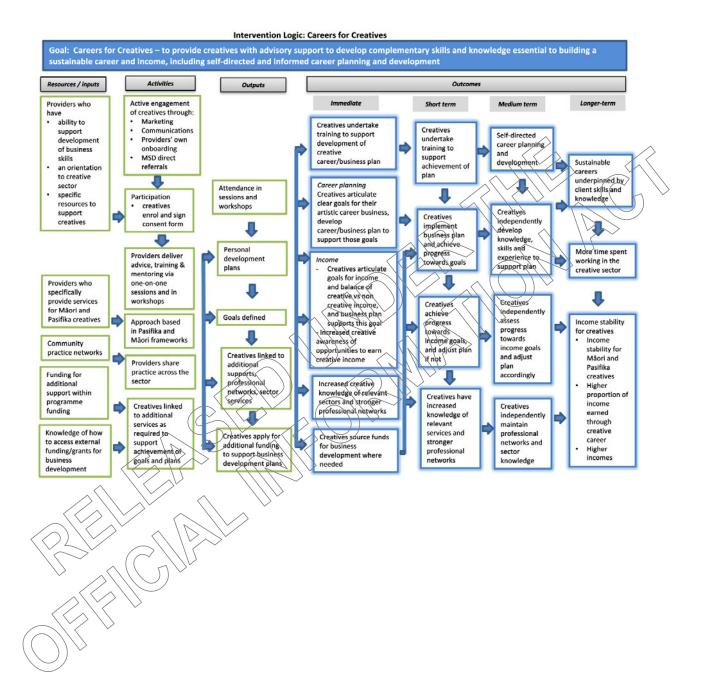
Our tech partners – Our IT system is supported by i-tech NZ Limited. InPhySec (our cybersecurity partner) reviewed Litmus IT system and privacy processes against NZ Information Security Manual (NZISM) and the Privacy Act. InPhySec have been a member of the ICT Security and Related Services Panel (SRS) since March 2016. We are using this review process to identify ways to further strengthen our IT system and ensure we have the appropriate policies and processes in place. This external support is not in response to any incident. We are doing this to mitigate any risks and so we can be adequately prepared.

Our data storage protocols protect client data throughout the project lifecycle and beyond

- Active projects Client data for active projects is stored on OneDrive and SharePoint in the Azure AD Cloud. Data access is limited to current employees. Litmus password protects all sensitive data such as contact lists, and other data when requested by clients. The password standard we use includes at least 8 characters including a capital letter, a number and a symbol. The encryption standard we use is TLS. The file formats will include word, Excel and PDF.
- At project completion Electronic participant contact lists are removed from our system and paper copies are destroyed within a month of project completion. All remaining data are moved to a password protected folder of completed projects. This password is only known by current employees and only shared with staff verbally.
- Five years after project completion All remaining project files are deleted except the final report and ethics information. Litmus maintains a project database with completion dates to ensure data is deleted at the appropriate time.

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### Appendix 1: Intervention Logic Model



## Appendix 2: Field tools

#### MSD, MCH and provider consent forms and information sheets





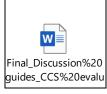
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#### Service participant tools consent forms and information sheets



Consent form\_CCS

#### <del>Discussion Guid</del>e



participant\_5Sep2022

## Appendix 3: Ethics Assessment



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## Appendix 4: Litmus safety policy

This safety protocol provides guidelines should be followed if it becomes clear during an interview that someone's safety is at risk.

These guidelines relate to the safety of:

- the person being interviewed
- another adult member of the public
- a child
- the interviewer.

Where there is risk of serious harm, the principle of confidentiality is suspended.

## 1. Concerns about safety of the person you are interviewing

#### Immediate threat of physical harm

If during an interview:

- you witness someone being seriously physically harmed
- it becomes apparent that someone's safety is seriously at risk (by serious risk we mean it becomes apparent that the person you are interviewing, you or someone else on the premises is in immediate physical danger).

In the first instance you must keep yourself safe. In this situation you should leave the room and then contact the police immediately. Then notify your project team leader at the earliest opportunity.

- If the person being interviewed has indicated that they intend to harm themselves and there does not appear to be any physical danger to yourself or others, stay with the participant and ask them if they would like you to assist in making contact with a support/advocacy group. If they agree make sure they are speaking to the counsellor before you leave. If they do not agree you must phone a counsellor (e.g. 1737) for further advice at the earliest opportunity.
- In either case, you must also report the incident to your project team leader at the earliest opportunity.

## Potential for/fearful of serious harm (not at immediate physical threat)

If the person you are interviewing:

tells you they are fearful of physical harm, or feel unsafe

• has disclosed recent abuse during interview

Offer the participant the support/advocacy/help group list if necessary, offer to call on of the groups on their behalf. Inform the participant that their options include reporting to the Police, and/or moving to a place of safety such as with family, friends or with Women's refuge.

At the earliest opportunity after completing the interview, discuss your concerns with your project team leader.

## 2. Concerns about safety of another adult member of the public or a child

#### Immediate threat of physical harm

If during an interview:

• you witness someone being seriously physically harmed

- it becomes apparent that someone's safety is seriously at risk (by serious risk we mean it becomes apparent that someone on the premises is in immediate physical danger)
- an adult indicates they intend serious harm to another adult or child.

In the first instance you must keep yourself safe. In this situation you should immediately leave the room and then contact the police immediately. Then notify your team leader at the earliest opportunity.

#### Disclosure of criminal activity

Unless there is serious reason to be concerned that a participant intends or has caused serious harm to another adult or child, any criminal activity or intent (such as welfare fraud) will remain confidential information in the confines of the interview setting.

If there are grave concerns for the wellbeing of an adult or child, the interviewer has an obligation to report the crime. If the participant indicates that they have committed a serious crime during the interview, the interviewer should tell the participant at the interview that the information will be passed on to the police.

After the interview, the interviewer should then talk to the project team leader, and the team will then decide the appropriate steps to take in the situation.

#### 3. Concerns about the safety of the interviewer

#### Safety measures prior to interviews

Try to arrange interviews with respondents at a place where you will both feel comfortable. Before you go to an interview let the project team leader know when and where you will be going and then ring after the interview to let them know you are alright.

Interviews will be held at safe locations agreed to by both the interviewer and participant. If possible, drive to an interview location in a car you can leave in.

#### Immediate threat of physical harm

If during an interview you think that your safety is at risk you should leave the room immediately and then contact the police, and then notify your project team leader at the earliest opportunity.

Your personal safety is of paramount importance. Ensure you are safe before taking any action that may be required. Do not get personally involved in any of the above situations any more than absolutely necessary. The Police, CYFS, Women's Refuge along with agencies provided on your list have trained staff who will deal with the situation. Never give out your personal contact details.

#### Interviewer support and wellbeing

If you need to debrief on issues raised during interviews:

- talk to your team leader and/or other interviewers on the team
- talk to a counsellor. The Employee Assistance Programme provides confidential

#### 4. Summary

Although the risks described above are unlikely, they cannot be discounted. It is not possible to cover all types of potentially harmful situations that might occur. If you are unsure as to what, if any, action you should take please contact your project team leader immediately. Remember that:

- your safety is of paramount importance
- you are an interviewer. Your role is to provide information of support agencies and you should not provide support yourself
- you have the support of your project team leader and the other interviewers for debriefing.

## Appendix 5: Litmus privacy statement

The following is our privacy statement that we provide to people who consent to take part in our research and evaluation projects.

We collect personal information from research and evaluation participants, including information about your:

- name and contact information
- demographic information
- interactions with government and other services.

We collect this personal information to conduct research and evaluation services for our participants. We also collect personal information from potential employees, contractors and suppliers.

Providing information is optional. If people choose not to provide information for our research and evaluation projects, we may not be able to provide our participants with information about their policies, programmes and services.

We keep the personal information we hold safe by storing it in encrypted files and only allowing our staff and contractors to have access to it.

We keep peoples' details for two years, at which point we securely destroy it by securely erasing all digital material.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you would like to ask for a copy of your information or to have it corrected, please contact us at office@litmus.co.nz, or 04-473-3883, or P.O. Box 24181, Wellington.

## **SUPPORT** FOR CREATIVES HUI OUTC Themes and selected discussion topics. 25 and 26 August 2020.

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DRAFT version 0.4



## INTRODUCTION

Manatū Taonga Ministry for Culture and Heritage and the Ministry of Social Development are working together to develop a pilot creative career service that supports people in the arts and music sector to find and extend employment post-COVID-19.

In late August 2020, creatives from across the sector were invited to participate in virtual hui, to share their experiences and inform development of a service that meets the needs and wants of service users.

This document provides a summary of the key themes and findings from the hui, which has been shared with hui participants to validate the information recorded and provide an opportunity to build on other participants' ideas CONTENTS

What is stopping people achieve their goals

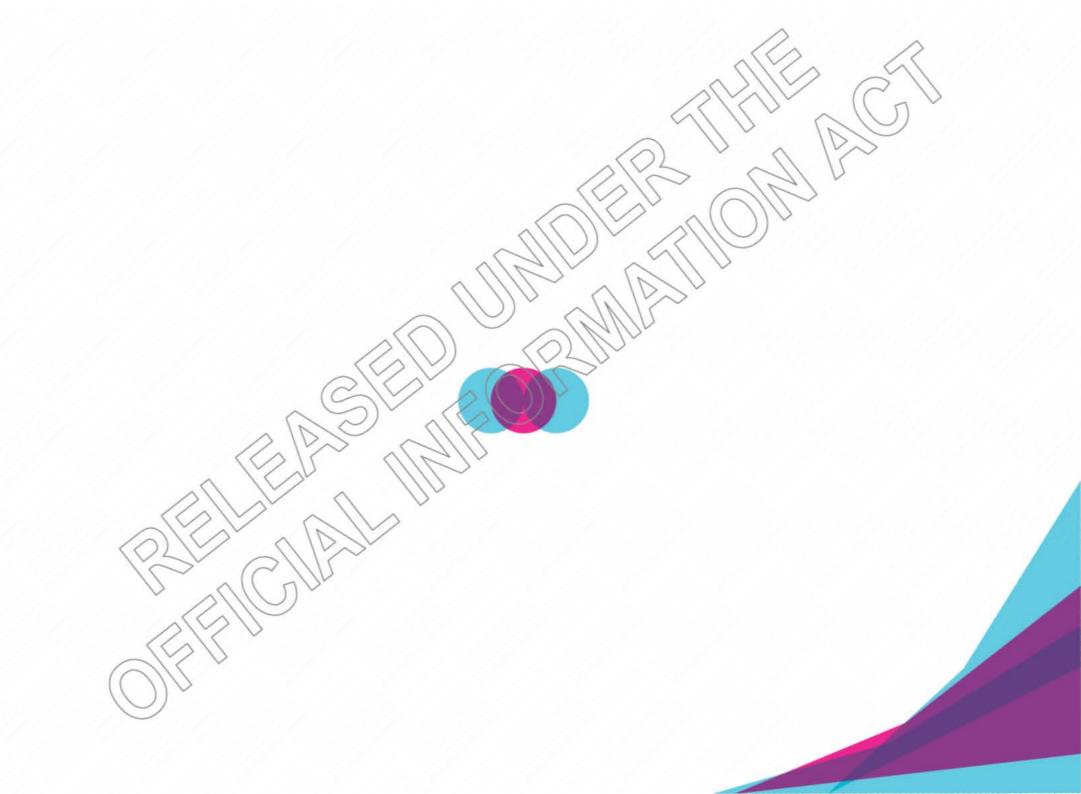
What could the service provide people? Mentorship Networking/sharing ideas A shared space Business savviness

Who would deliver the service and how?

How could people find out about the service?

Who can participate in the service?

"BY LEARNING TO MAKE THINGS, WE ENGAGE HAND AND HEART, BRINGING DIFFERENT CULTURES TOGETHER."



## WHAT IS STOPPING PEOPLE ACHIEVING THEIR GOALS?

Participants told us about the barriers stopping creatives from achieving their goals.

"I WANT TO GET WHERE OTHER PEOPLE ARE NOW, I JUST DON'T KNOW HOW." Having to do 40 hours a week in a call centre takes time away from my creative work

Money fluctuates due to contracting work

Haven't generated enough work yet to be GST registered Study was leaning too much towards academia rather than practical application of their creative field

Disconnect between education, tertiary, and industry is huge Less of a focus on the academic (compared to college) – would prefer more practical help

Managing own money straight after uni quite hard

CV full of odd jobs - may not be related to creative field

Better understanding as to how work as an artist can translate in to other industries

Fighting for exhibition spaces

Expense e.g. exhibition (painting) – 50% commission, tax, material – chump change (\$150) – need cash – paint is expensive

Needs help pricing her work. It's really hard!

Lack money management skills

Physical space is a big barrier – Is a must to achieve in a lot of creative pursuits.

Speak from a South Auckland perspective. I want to get where other people are now, I just don't know how

Allow for more creatives to work in NZ industries

Funding – through Creative NZ – exhausting – not easy – hard work – they also shoehorn their ideas into the funding process

## WHAT COULD THE SERVICE PROVIDE PEOPLE?

We asked participants about the skills and experiences the new service might support. We identified several key themes from what we heard.

#### MENTORSHIP

Mentors help people to gain new skills and competences.

"LONELY AND HARD TO WORK IN THE FIELD KNOWING YOU HAVE BILLS TO PAY AND FEELING LIKE YOU'RE AGAINST A WALL AND THE EFFECT ON MENTAL HEALTH." You don't necessarily need someone from your creative field to help you this may actually help identify other areas to grow

As a creative, their energy is in making something, not taxes! I have mentors, my bosses started as freelancers and own small businesses along their main business.

Using pre-existing services

Arts lab (through The Repot Artspace):

Was moderately helpful

Location could be better (in Devonport) – something based in west Auckland would've been good

Too much emphasis on job searching

More help needed with income recording, tax  $\ \$  accounting

Screen West programme was really useful

Prop making – good to see what opportunities exist

#### Gaining skills and competencies

Holistic business mentor

Interviewing

Communication

Develop work ethic

Work experience

Internship programme

May already exist

Goal setting

Business and creative goals

## WHAT COULD THE SERVICE PROVIDE PEOPLE?

#### **NETWORKING/SHARING IDEAS**

Connecting with like-minded people to learn and share.

#### **A SHARED SPACE**

Access to creative environments to practice your art and connect with others.



"IF YOU HAD A GROUP WHERE YOU COULD TALK TO DIFFERENT INDUSTRY PROFESSIONALS AND ENGAGE. GROUP SESSION ALLOW COMMUNICATION AND LEARN MORE INFORMATION BEFORE THEY GET IN TO THE INDUSTRY, OR JUST WHERE TO FROM HERE." Connection between practitioners is key

Talked about a directory of people that you can get in contact with – have a coffee and chat about different experiences – networking. Can be hard corning out of uni, not knowing who to talk to.

Support in terms of networking as well as mental health

Awareness – promotion/awareness – how do I find out about these different things?

Connections maintained after leaving the service

Access to creative spaces stops after uni

Setting up a studio is expensive! A shared space?

Shared space/hub for creatives

Ngahere communities, co-working space, people can connect with each other, decent space, big enough for people to network and build strong relationships

## WHAT COULD THE SERVICE PROVIDE PEOPLE?

#### **BUSINESS SAVVINESS**

Creatives need business skills as well as creative skills to be successful.

"HAPPY TO HAVE A MIX OF CREATIVE AND NON-CREATIVE WORK AS IT'S IMPORTANT TO BE FLEXIBLE." Marketing - target specifically

Market your work

Branding

Make your own websit

Instagram & Facebook - FREE

Marketing himself – business cards

Opportunities for networking

Bolstering business skills

Have accepted "necessary evil" of paperwork

Happy to have a mix of creative and non-creative work as it's important to be flexible

Being around people in the industry (networking) by doing voluntary activities

Looking to get a job that is arts-aligned – Voluntary work may help with networking opportunities and paid work

Step by step videos instructing how to do their paperwork

May still be working a part-time job to ensure they have cash-flow Be able to work online

Transition from academia to the market place

## WHO WOULD DELIVER THE SERVICE AND HOW?

We asked participants about who they would like to engage with and how the service might be delivered.

"NOT SURE I WOULD CARE, AS LONG AS I GOT THE INFO, NOT TOO MUCH BUREAUCRACY -RELATIVELY FLEXIBLE, COULD ENGAGE VIA SKYPE, AS LONG AS I'M ENGAGING WITH A HUMAN, MUST BE PERSONAL, MUST BE A HUMAN, AS LONG AS I CAN TRUST THEM." Not sure I would care, as long as I got the info, not too much bureaucracy - relatively flexible, could engage via skype, as long as I'm engaging with a human, must be personal, must be a human, as long as I can trust them

Similar to EAP setup i.e. there are these four people in your area – but you can skype

Opportunity to select is most helpful – everyone is different

If you're bad with taxes, may not want to do it in a group

If you want to establish goals, could be better in a group – up to you

A choice is best

Don't want to be pigeon-holed

There are lots of people doing things that are not well-known – social enterprises etc. having a place like that (repository) existing would be great

Best type of advertising in NZ is with happy people

## HOW COULD PEOPLE FIND OUT ABOUT THE SERVICE?

Blurb goes here giving a brief explanation about this theme.

Asks questions and directs you down a path (digital) Does relivon high levels of literacy – phone may be better for some people

Use existing services to promote eg. schools, referral channels

Corrent online learning average (in participant's class) is one per class depends on demographic what channels people may use

Clever, aggressive media campaign

Full-blown saturation - sexy campaign

What would this look like?

Capitalist - take an evil product and pitch it

Like this, pitch idea to creatives to advertise campaign in a similar way

Raise up high-potential people or companies and use them as poster children

Registered as a company, there's a process where it shows availability to people

### WHO CAN PARTICIPATE IN THE SERVICE?

Blurb goes here giving a brief explanation about this theme.

"SHOULDN'T JUST BE ABOUT GETTING PEOPLE OFF THE DOLE - NEEDS TO BE MORE MEANINGFUL." Someone that identifies as an artist Includes broad range of arts – musicians/dancers Tier system – different tiers based on work – a general tier and a high-value tier?

> Highest tier -People who demonstrate promise in their field – applying for grants or looking for opportunities Selection process based on commercially viable work

Got to be a sustainable practice

Some sort of commercial aspect

Consistent body of work

Want to make high-quality work

Encouraged no matter where they are. As long as they are interested.

Could take overflow of people who do not get grants

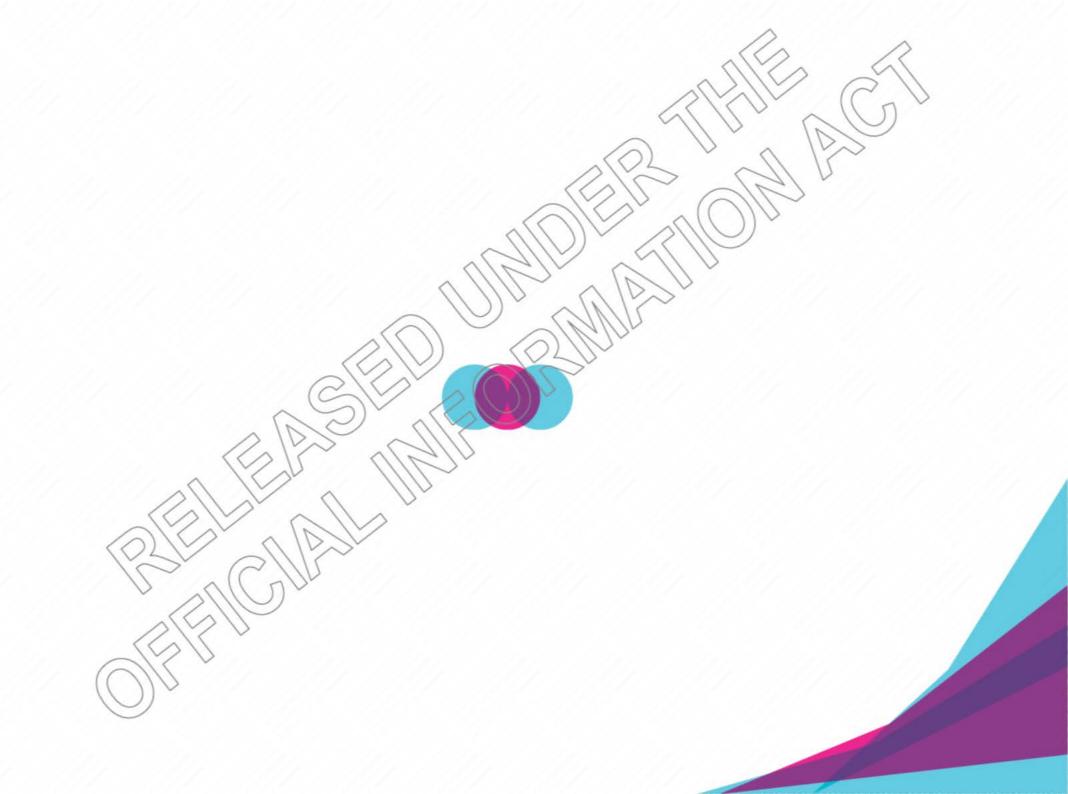
People may want long-term help

"Cross-pollination" with other creatives not in your field

Shouldn't just be about getting people off the dole – needs to be more meaningful

Should be open to anyone regardless of part-time or full-time commitments

WE'D LIKE TO THANK ALL PARTICIPANTS FOR TAKING THE TIME TO HELP US DEVELOP BETTER CREATIVE SERVICES FOR NEW ZEALANDERS.



# **creative Careers** Supporting NZ creatives

## Information Sheet for participants

#### Purpose

The purpose of this information sheet is to let you know what the Creative Careers Service is, who is eligible and what information is collected by [name of provider] on behalf of the Ministry for Social Development (MSD) and what MSD will use it for. MSD do not use, share or disclose personal information collected or received, except as set out in this statement.

#### What is the Creative Careers Service

This is a pilot service designed to help people in the creative sector who would benefit from developing their non-creative skills, which will support them to be financially sustainable in their chosen creative field. The initial pilot will run in Auckland, Waikato and Nelson regions, is funded through MSD, and designed in partnership with Manatū Taonga Ministry for Culture & Heritage (MCH).

The service includes developing skills in:

- networking (including linking employment opportunities),
- business management,
- contract negotiation,
- marketing and applying for funding, or
- any other relevant skills identified by the provider and participant as needed to support the creative to reach their creative goals.

The service is tailored by [name of provider] to the needs of the participant and will be provided for up to a maximum of nine months, with the option of up to three months post-service support.

#### Who is eligible for the service

As part of the Government's COVID-19 recovery plan, the service is for:

- current MSD clients who are creatives
- established creatives who are not MSD clients but have lost income due to COVID-19
- those who are exiting education in a creative field.

Disciplines covered by the initiative include, but are not limited to, visual arts, literature, craft and object art, music, dance, community arts, theatre (including circus arts), film, television and media, Ngā toi Maori, Pacific Heritage arts and inter-arts/multi-disciplinary arts.

Participants must be between 18-64 years old at the time they enter the service and must live in one of the pilot regions. Participants must also have a relevant creative qualification or be able to show they have suitable experience in their creative field. Eligibility criteria is set by MSD and MCH, but suitability is determined by the provider.



New Zealand Government

#### What information will be collected and why

The following table outlines the information that will be collected by [name of provider] on behalf of MSD and what MSD will do with it. MSD do not use, share or disclose personal information collected or received, except as set out in this statement.

Why	it is	being	collected
-----	-------	-------	-----------

#### Information about you that is collected

For effective referral of service users, and for, reporting, analysis and evaluation of the service. This information is also used to fund the service.

- Dates relevant to your engagement with the service, e.g. referral, assessment, personal development plan, exit, employment start date
- To support analysis and evaluation of the pilot service, to understand what type of people/demographics are accessing the service, and to identify service improvement opportunities for particular parts of the community.
- Creative field(s)
- Creative qualification(s) or creative experience
- Age on referral
- Reasons for referral or assessment decline or early exits

#### Optional:

- Gender
- Ethnicity

To support analysis and evaluation of the pilot service, to understand what type of people/demographics are accessing the service, and to identify service improvement opportunities for particular parts of the community. This information is also used to fund the service.

- If you're an MSD client, whether you have sustained continuous employment for a period of 31 days and three (3) months from the date that you gained full-time employment
- If you're not an MSD client, your creative income over last 12 weeks before tax on entering the service and three (3) and six (6) months post-service
- Length of time spent accessing the Service
- Whether you had any post-service support
- Your beneficiary status

For your case manager to support you during the service if you are an MSD client (directly relates to progress updates below). This information will not be used in any service evaluation or for benefit monitoring purposes.

#### **Optional:**

• SWN (MSD client only)



#### Why it is being collected

#### Information about you that is collected

Progress updates for MSD clients to assist your case manager to support you during the service period. **Note:** SWN is required for this

#### **Optional:**

 For example, needs identified, activities to be/been completed, barriers identified (MSD client only)

**Note**: MSD will share this data with MCH, but only in a way that will not allow any individuals to be identified from the data.

#### **Unique identifiers**

purpose.

A unique ID will be allocated by [name of provider] for every referral and participant. The unique ID will be sent to MSD by [name of provider] along with the other non-identifiable information to be used for the purpose of analysis and evaluation of the service. [name of Provider] will not give MSD any information that can identify you, unless you are an MSD client and you have asked [name of provider] to share your progress updates with MSD.

You will be invited to participate in a post-service survey which will use the unique ID so that the nonidentifiable information held by MSD can be linked to a survey response. The participant may also be invited to attend other evaluation activities, e.g. focus groups, where their name and contact details are required. Consent for purposes such as this will be obtained through the provider at the time it is required.

#### How long will the information be stored

Any information, including personal information, about you that is given to MSD by [provider name] will only be held for as long as is necessary to operate and evaluate the service. MSD will store and keep it secure in accordance with the Privacy Act 2020.

Monitoring activities will be carried out by MSD and may include reviewing sample plans and templates. Any personal or identifiable information viewed as a result of these reviews will not be retained or stored by MSD.

#### Your right to access your information and ask for corrections to it

You have the right to:

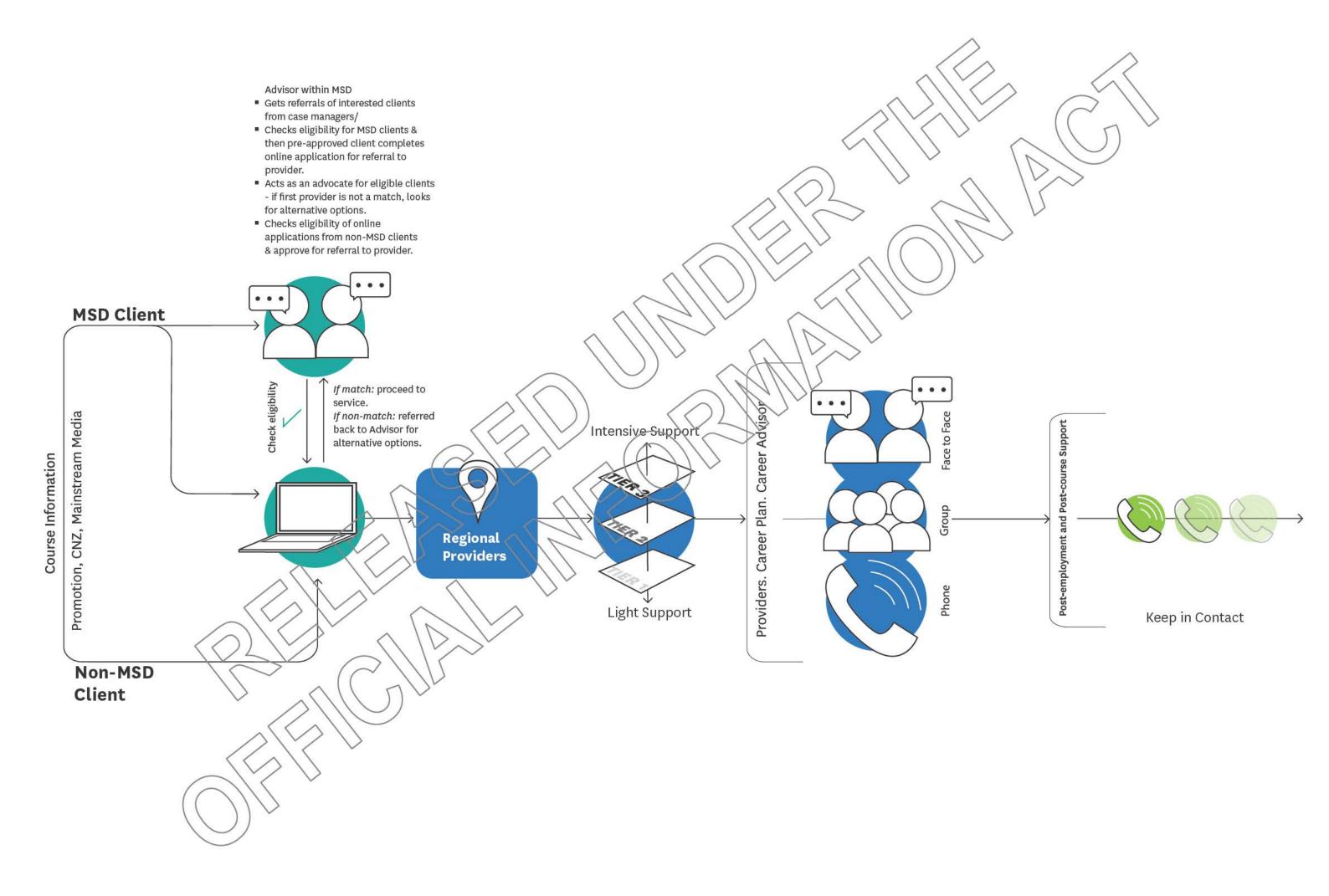
- find out from MSD whether we hold any personal information about you
- access that information, and
- request corrections to that information.

If you want to check personal information that we hold, please email the Privacy Officer at <u>PrivacyOfficer@msd.govt.nz</u> or ask your provider to assist you with this request. You are also entitled to ask [name of provider] what information they hold about you. You should contact [name of provider] if you want to do this.

You can find MSD's privacy notice at <u>workandincome.govt.nz/about-work-and-income/privacy-notice</u> or for more information on the privacy laws in New Zealand and contact details for the Office of the Privacy Commissioner, please visit <u>privacy.org.nz</u>



New Zealand Government





## Pathways to Arts and Cultural Employment (PACE) 2008 Resource Pack



A service of the Ministry of Social Development



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9.	Directory of National contacts This list of national arts organisations and resources is not exhaustive. For additional information visit the following NZ based internet portals: http://url.co.nz/arts/nzarts.html http://www.creativenz.govt.nz/resources/cultural.html (Bottom of the website p	<b>15</b>
		5.7

Should you wish to be included in the PACE Resource Pack, please contact:

Email. information@msd.govt.nz

#### 1. Pathways to Arts and Cultural Employment

#### Background

In November 1999, 'Uniquely New Zealand' set out the Labour Party's policy on how creative industries can make a significant contribution to New Zealand's social and economic well-being. It further recognised that the employment potential in the cultural sector is significant and that by delivering appropriate support to the sector, significant growth can be achieved in a sustainable way.

In August 2001, following a discussion between Minister's Maharey and Tizard, the 'Pathway to Arts and Cultural Employment' (PACE) initiative was developed and agreed to. PACE was launched by Minister's Maharey and Tizard on 9 November 2001 and became effective from 12 November 2001.

The aim of PACE is to assist job seekers willing and able to pursue a career in the arts and creative industries to move towards sustainable employment and self-sufficiency.

#### **Resource Pack**

In support of Pathways to Arts and Cultural Employment (PACE), Work and Income has compiled this information resource for registered job seekers who have listed their preferred job choice in the arts and cultural sector.

It contains national and regional information about assistance and funding available for arts and cultural job seekers

The purpose of this resource is to assist Job seekers by strengthening their professional networks, increasing their awareness of project funding sources and helping them to identify other sources of professional development support. It will also assist arts and cultural workers and Work and Income Case Managers to develop individual Job Seeker Agreements that are relevant to pursuing and developing a career in the arts and cultural sector.

### 2. The Big Idea – an online community for New Zealand's creative industries

The Big Idea (TBI) web site (<u>www.thebigidea.co.nz</u>) is a great source of work and income opportunities and professional development information for those seeking openings into the creative sector.

Check out the **Work Navigator** page where TBI advertise current employment opportunities across the entire creative industries sector. TBI also has information about awards, scholarships, auditions, residencies, commissions and much more.

Once you register on this site and become a part of the **TBI Community** you can upload your CV and some samples of your creative work. You can also register for the weekly **TBI Navigator Bulletin** that will automatically email you new work and income opportunities every Thursday.

If you are involved in an upcoming exhibition, theatre production, music gig, workshop or seminar, you can advertise it on our site.

To register for free membership to <u>http://www.thebigidea.co.nz/user.php?op=register</u> click on this link and then go to the toolbox on the left hand side of the home page. Click on the line that says: **Register for free membership here**. Once you have entered your details you can subscribe to the weekly bulletin by clicking in the box provided. Upload any information you wish to share by clicking on the line that says: **Submit news and information here**. You can also insert an image in Jpg format through this window.

( )

thebigidea	an online commun	ity of New Zealand's creative industries	
	<ul> <li>Work Navigator</li> <li>Industry News</li> <li>Contact Us</li> </ul>	Community Search Showcase Forum Opportunity Marketplace	
Search Go Creative Areas Access Arts Arts Education Arts Management Culinary Arts Dance Design Digital Culture	New user registr New user registr Real Name: Username: E-mail: Website: Region: Main Creative Area: Additional Creative Areas: Interests: Option:		Work Navigator - latest           Gallery Associate           Communications Specialist           Contemporary Gallery Position - Client Services           Telemarketing Contract           Receptionist / Tape Librarian           Program Director Fashion           Gallery Educator (part time)           Front of House Manager           Gallery Assistant           Housekeeper & gardener/driver wanted
Festivals Maori Art and Culture	Signature:		Profile

#### 3. New Zealand Trade & Enterprise

New Zealand Trade & Enterprise's (NZTE) focus is on industries and sectors in which New Zealand has a long-term sustainable advantage and on businesses with high-growth potential. NZTE aims to achieve this by:

- engaging in activities that build business capability
- improving New Zealand's business environment for enterprise and growth
- increasing the international connectedness of New Zealand businesses

NZTE runs a business and enterprise culture programme that aims to encourage New Zealanders to value entrepreneurship, business success and to better understand the connection between economic health and affording the living standards to which New Zealanders' aspire.

It has also launched a brand overseas, New Zealand: New Thinking, which positions New Zealand as creative, innovative and technologically advanced. New Zealand Trade and Enterprise is a crown entity with a Board predominantly appointed from the private sector. Our services cover specific aspects of trade and enterprise:

- Services for businesses starting up and at an early stage of development
- Services for businesses seeking to grow and internationalise: including new exporters, high growth businesses and other exporters
- Investment services: We have a specialised service for investors, providing New Zealand business information as well as extensive networks for investors seeking existing and start-up New Zealand-based ventures with excellent future potential.
- Business Partnerships: Supporting companies working together in export networks and regional and national clusters to achieve higher growth.
- Regional Development: Working with and funding regions to grow by encouraging them to focus on their regional advantages.
- Industrial Capability Network: Providing access to government markets through a low cost, one port of call service.
- Fostering an Enterprise Culture: encouraging New Zealanders to have a positive attitude towards business success.

See our website for the contact details of our nearest office Website: www.nzte.govt.nz

#### **Business Information Zone (BIZ)**

Biz is a specialist business information service for small to medium businesses (SMEs).

Biz assists you identify organisations, people, training programmes and resources to help develop your business, as well as contacts and information on government and non-government services.

The BIZ site also has a 'Things to Know When" section which details all the necessary steps to consider under the following four headings:

- Considering starting a business
  - Before you start a business
  - o Business advice, assistance & support

#### • Starting a business

- o Before you start a business
- o Grants and financial assistance
- o Managing your finances
- o Business training
- o Taxes
- o ACC
- o Employing staff
- o Workplace safety and health
- o Sales and marketing
- Business advice, assistance & support
- Running a pusiness from home

#### • Growing a business

- o Managing for growth
- o Financing business growth
- Managing your finances
- Grants and finances
- Grants and financial assistance
- Mentoring
- Taxes
- ) ACC
- Workplace safety and health
- lnnovation
- o ́ Exporting

#### Closing, selling or winding up a business

- Things to know about closing, selling or winding up a business
- Managing your finances
- o Taxes
- o ACC
- o Employing staff

# **BIZ Business Mentoring**

Business mentors are coaches, not consultants. They do not take the place of existing professional advisers, and in fact often recommend clients develop a closer relationship with their accountant, bank manager or other professional service suppliers

you identify strategies and opportunities for growth, helping you to gain confidence in your ability to plan and manage a venture, meet new challenges, and help you learn how to obtain the skills necessary for achieving your desired results. person to talk to about the challenges and difficulties you face. This process should help matching clients with mentors depending on the knowledge and skills required Mentoring programmes offer expertise in a range of areas of business management – If you seek a business mentor you will be connected with an empathetic, experienced

funding to assist them deliver mentoring to business people throughout New Zealand and experience New Zealand Trade and Enterprise (NZTE) supports Business Mentors Their programmes are available free of charge from mentors with proven business skills New Zealand with

Business Mentors New Zealand is a charitable trust, with mentoring provided on a voluntary basis

# **BIZ Business Training**

aimed at upskilling the owners and operators of small and medium enterprises to help them develop and grow their businesses. The New Zealand Trade and Enterprise (NZTE) Enterprise Training Programme (ETP) is

business strategies and processes. business management, increasing motivation, boosting confidence and reaffirming benefits of attending Enterprise Training include: gaining knowledge in a specific area of New Zealand. It offers a range of training for managing a business, complemented by follow-up coaching designed to enable you to implement what you have learnt. The The Enterprise Training Programme is delivered by specialist training providers throughout

- Eligibility
   Ost
   What is offered
- Benefits
- Registration form
- Enterprise Training Providers

#### **BIZ Contact Information**

This list of BIZ Contacts is not exhaustive. For additional contacts local to your area visit the <u>BIZ website</u>

BIZ Information Auckland	BIZ Information Bay of Plenty
37 Remuera Road	C/- Rotorua Chamber of Commerce
Newmarket	PO Box 385
AUCKLAND	ROTORUA
Ph: 09 522 9538	Ph: 07 349 6126
Fax: 09 522 9534	Fax: 07 349 1388
E-mail: deb.hb@bizinformation.org.nz	E-mail: info@rotchamber.co.nz
BIZ Information Canterbury	BIZ Information Hawkes Bay
C/- Canterbury Employers' Chamber of	C/- Hawkes Bay Chamber of Commerce
Commerce, PO Box 359	PO Box 144
CHRISTCHURCH	HAWKES BAY
Ph: 03 377 3865	Ph: 06 876 5938
Fax: 03 366 7852	Fax: 06 876 3748
E-mail: monique.b@bizinformation.org.nz	E-mail: admin@hawkesbaychamber.co.nz
BIZ Information King Country	BIZ Information Manawatu
C/- Taupo Development Company	
2 Heu Heu Street	Level 1, 53-75 Queen Street
TAUPO	PALMERSTON NORTH
Ph: 07 3767100	Ph: 06 350 1830
Fax: 07 3767300	Fax: 06 350 1829
E-mail: tinat@laketaupodevelopment.com	
	,È-mail.≥ <u>devon@visionmanawatu.org.nz</u>
BIZ Information Nelson and Tasman	BIZ Information Northland
C/- Nelson Tasman Chanber of Commerce	C/- Northland Chamber of Commerce
	PO Box 1703
PO Box 1121	WHANGAREI
NELSON	Ph: 09 438 4771
Ph: 03 548 1365	Fax: 09 438 4770
Fax: 03 546 8373	E-mail: info@northchamber.co.nz
E (mail:) into@commerce.org.nz	
BIZ Information Otago	BIZ Information Southland
C/- The Otago Chamber of Commerce &	C/- Chamber of Commerce Southland Inc.
Industry Inc, PO Box 5713	PO Box 856
DUNEDIN	INVERCARGILL
Ph: 03 479 2310	Ph: 03 218 7188
Fax: 03 474 9084	Fax: 03 218 7189
E-mail: paul.allen@bizinformation.org.nz	E-mail: information@commercesouth.com
BIZ Information Taranaki	BIZ Information Waikato
C/- Taranaki Chamber of Commerce	C/- Waikato Chamber of Commerce
Taranaki House	PO Box 1122
NEW PLYMOUTH 4310	HAMILTON
Ph: 06 759 9080	Ph: 07 839 5895
Fax: 06 759 9145	Fax: 07 839 4581
E-mail: liane@taranakichamber.co.nz	E-mail: reception@waikatochamber.co.nz
BIZ Information Wellington	BIZ Information West Coast
C/- Wellington Regional Chamber of Commerce	PO Box 451
PO Box 1590	GREYMOUTH
WELLINGTON	Ph: 03 768 1064
Ph: 04 499 6875	Fax: 03 768 0150
Fax: 04 499 8654	E-mail: rachel@wcdt.org.nz
E-mail: phil.sales@bizinformation.org.nz	

#### 4. Creative New Zealand

#### About Us / Our Role

Creative New Zealand is a government organisation responsible for developing the arts in New Zealand. Our work is diverse, ranging from grassroots projects through to support for professional artists and arts organisations.

Our governing body is the <u>Arts Council</u> and our funding decision-making bodies are the <u>Arts Board</u>, <u>Te Waka Toi</u> (our Maori arts board) and the <u>Pacific Arts Committee</u>. Creative New Zealand was established as a crown entity under the Arts Council of New Zealand Toi Aotearoa Act 1994.

Creative New Zealand receives major funding from the <u>New Zealand Lottery Grants Board</u> and the Government through Vote, Arts, Culture and Heritage.

#### Funding / Overview

Creative New Zealand offers grants for arts projects as one of the ways we work to achieve our vision of New Zealand arts as excellent, distinctive and essential in the lives of all New Zealanders.

We fund projects that:

- focus on the development of New Zealand arts and artists
- are stand-alone arts activities with a start and an end point, or are programmes of work over a clearly defined period of time

Funding for arts projects is managed by our three funding bodies: the Arts Board, Te Waka Toi (the Maori arts board) and the Pacific Arts Committee. Creative New Zealand staff administers the funding rounds and provide advice to applicants. Applications are assessed by expert peer assessors. Their funding recommendations are forwarded to the appropriate funding body, which makes the final decisions.

Creative New Zealand also offers a range of awards, bursaries, scholarships, fellowships and residencies. These are listed on our <u>Closing Dates</u> page.

#### The Arts Board

The Arts Board supports arts practitioners across all cultures and artforms. Any individual, organisation or group can apply for funding for clearly defined, one-off projects, regardless of artform or culture.

#### **Getting started**

Our three-step process to getting started will help you work out if you're eligible for Arts Board funding, and work out the Arts Board is the right funding body for your project. It will also direct you to the funding programme that is right for your project.

- Step 1: Can I apply?
- Step 2: Which funding bodies can I apply to?
- <u>Step 3: Where does my project fit within the Creative New Zealand funding</u>
   <u>structure?</u>

#### Te Waka Toi

Te Waka Toi is the Maori Arts Board of Creative New Zealand. Maori artists are able to apply to Te Waka Toi for funding through five project funding programmes. Te Waka Toi also provides funding on an <u>annual</u> and <u>three-year</u> basis to Maori arts organisations, administers special <u>awards and scholarships</u>, and carries out initiatives.

#### Three key questions

- Are you eligible to apply for funding from Creative New Zealand? (Go to <u>Step 1,</u> <u>Can I Apply?</u>)
- Do you meet Te Waka Toi's "for Maori by Maori" criteria? (<u>Go to Step 2</u>, <u>Which</u> <u>funding bodies can I apply to?</u>)
- Are you in the most appropriate section of this guide? (See <u>Step 2</u> and <u>Step 3</u>

Te Waka Toi has five funding programmes and each funding programme has a different aim. The funding programmes and their aims are:

- Heritage Arts to support projects that contribute to the maintenance and preservation of the heritage arts of Maori
- **Te Reo** to support projects that promote and strengthen the use of Te Reo, oral and written, across artforms
- New Work to support the creation of original artworks by tangata whenua across artforms
- Indigenous Links to support projects that strengthen links between tangata whenua artists and the indigenous peoples of the Pacific and other nations
- Experiencing Maori Arts to support projects that provide opportunities to experience Maori arts.

Each application to Te Waka Toi must be made under one of these programmes. To decide which programme to apply under, first identify the aim of your project.

#### Pacific Arts Committee

Pacific Arts Committee offers grants under four funding programmes:

- Heritage Arts to support the participation of Pacific Islands peoples in their heritage arts,
- Pacific Arts Development to support the development of Pacific Islands arts and artists,
- Pacific Arts Promotion to develop the profile and an awareness of Pacific Islands arts and artists
- Tangata Whenua Links to strengthen links between Pacific Islands artists and tangata whenua.

Each application to the Pacific Arts Committee must be made under one of the Pacific Arts Committee funding programmes. To decide which programme to apply to, first identify the aim of your project. The information on funding through the Pacific Arts Committee is available in a number of Pacific Islands languages : <u>Fijian</u> | <u>Cook Islands</u> | <u>Niuean</u> | <u>Tuvaluan</u> | <u>Tokelauan</u> | <u>Samoan</u> | <u>Tongan.</u>

#### **Creative Communities Scheme**

Funding is available for community-based arts activities in your area from the Creative Communities Scheme (CCS).

The aim of the Scheme is to increase participation in the arts at a local level, and increase the range and diversity of arts available to communities.

The Scheme is a partnership between Creative New Zealand and the 74 local authorities. Each local authority takes responsibility for delivering the Scheme in its area.

Local decision-making is the key to the Scheme and applications are considered by local assessment committees. All New Zealanders are eligible to apply.

#### Who can apply?

Projects seeking assistance must meet at least one of the three funding criteria. These are to:

- increase participation in the arts at a local level
- increase the range and diversity of arts at a local level
- enhance and strengthen the local arts sector

Each local authority may set its own priorities within these criteria. Contact your local authority to find out local priorities before making an application.

#### Where to get help?

City and district councils (local authorities) administer the CCS for Creative New Zealand. In some places, local authority councils have devolved part or all of the CCS to a specialist local group such as a community arts council.

In most areas, there are two funding rounds a year and each local authority sets its own application closing dates for these. To find out the local application dates you will need to contact the CCS administrator at the relevant local authority.

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#### **Creative NZ Contacts**

Staff are based in three offices (Auckland, Wellington and Christchurch).

Staff work across eight teams: Arts Services, Arts Infrastructure Services, Maori Arts Services, Communications Services, Strategic Services, Corporate Services, Northern Arts Services and Southern Arts Services.

#### **General enquires about funding applications**

First, go our <u>funding FAQ</u> page as the answer to your question may well be there. You can also <u>order or download</u> a copy of the Funding Guide and Application Workbook on this site.

For further general enquires, contact the <u>Assistant Arts Adviser</u>, <u>Arts Adviser (Northern</u> <u>Arts Services)</u> or <u>Arts Administrator (Southern Arts Services)</u>.

#### **Office Contacts**

#### Wellington - National Office

Old Public Trust Building 131-135 Lambton Quay P O Box 3806 Wellington Ph: (04) 473 0880 Fax: (04) 471 2865 Email: info@creativenz.gevtnz

#### Christchurch - Southern Office

Old Chemistry Building Arts Centre Worcester Street P O Box 2932 Christchurch Ph: (03) 366 2337 Fax: (03) 366 9199 Email: southern@creativenz.govt.nz

#### Auckland - Northern Office

Third Floor Southern Cross Building Cnr High and Victoria Streets P O Box 1425 Auckland Ph: (09) 373 3066 Fax: (09) 377 6795 Email: northern@creativenz.govt.nz

#### 5. Te Puni Kökiri - The Ministry of Maori Development

The Ministry administers the following programmes (a brief summary of each is outlined below). For further information on criteria, how to apply for funding and so forth you should approach your local Te Puni Kokiri regional office. Alternatively information on these programmes can be sourced from the Ministry's Internet site: www.tpk.govt.nz under the community and business headings.

#### **Capacity Assessment Fund**

This fund is to enable whanau, hapu, iwi, Maori organisations and Maori communities with the first two stages of building:

- Engagement
- Capacity Assessment

#### Engagement

This is where you let your group know about capacity building and get them involved and committed. Getting our help at this stage could be beneficial if your group is not actively involved with tribal and/or local Maori provider organisations.

This stage might include:

- Helping organise a hul or workshops
- Interviewing group members
- Conducting door-to-door surveys
- Receiving and processing applications
- Developing proposals for funding and other assistance

#### Capacity Assessment

This is where you:

- Assess the current strengths, capabilities, skills, structures and resources of the group
- Identify needs and opportunities for hui
- Research the group's social and economic position
- Organise feasibility studies on development of particular resources

You may receive funding to:

- Carry out this assessment yourselves, or
- Contract someone else to help you do it

#### **Capacity Building Fund**

This fund is to enable whanau, hapu, iwi, Maori organisations and Maori communities with the last three stages of capacity building:

- Planning
- Implementation
- Evaluation

#### Planning

This is where you prepare:

- Action plans
- Strategic plans, and
- Business plans for future development and implementation of projects.

Our advisers will help you with the planning process. In some cases you may receive funding to pay for planning development specialists, or for feasibility studies to improve the use of Maori-owned resources.

#### Implementation

This is where you may receive a wide range of support and assistance, including:

- Training, or specialist advice to develop or improve organisational systems and structures
- Helping ropu get in touch with the appropriate people in other government agencies, businesses, or local bodies
- Specialist legal or financial advice. In some cases, specialist advisers may be funded to work with the group
- Funding the implementation of your project.

#### Evaluation

This is where you develop a plan for evaluating how well the aims and objectives of your capacity building project have been achieved. Your project evaluation report is included as a deliverable in funding agreements.

#### Maori Business Facilitation Service

A service to assist Maori business development by providing a comprehensive range of business mentoring services to new and existing business enterprises. The range of services includes pre-commercial guidance, facilitating access to grants and finance, enterprise rebuilding and growth, and post-establishment monitoring.

To apply for funding you must meet all the criteria. Meeting all the criteria does not guarantee funding. If you don not meet the criteria or your do not receive funding, we can still give you information, advice and other non-financial help.

#### Te Puni Kokiri Regional Offices

AUCKLAND	CHRISTCHURCH
Te Puni Kokiri	Te Puni Kokiri
Private Bag 92010	PO Box 13-546
Auckland	Christchurch
Tel: 09-571 2940	Tel: (03) 379-5680
Fax: 09-571 2941	Fax: (03) 365-3641
Email: <u>TPK.Tamaki-Makaurau@tpk.govt.nz</u>	Email: TPK.Te-waipounamu@tpk.govt.nz
GISBORNE	HAMILTON
Te Puni Kokiri	Te Puni Kokiri
PO Box 140	Private Bag 3020
Gisborne	Hamilton
Tel: 64-6-868-0208	Tel 07-834 7100
Fax: 64-6-868-0217	Fax 07-839 2579
Email : TPK.Tairawhiti@tpk.govt.nz	Email : TPK.Waikato@tpk.govt.nz
HASTINGS	NEW PLYMOUTH
Te Puni Kokiri	Te Puni Kokiri
PO Box 1440	RQ Box 744
Hastings	New Plymouth
Tel: (06) 878-0757	Tel: 06-759 5450
Fax: (06) 878-0756	Fax: 06-759 4601
Email: <u>TPK.Takitimu@tpk.govt.nz</u>	Email: TPK Taranaki@tpk.govt.nz
ROTORUA	TAURANGA
Te Puni Kokiri	Te Puni Kokiri
Te Puni Kokiri Private Bag 3017	Te Puni Kokiri PO Box 69
Te Puni Kokiri Private Bag 3017 Rotorua	Te Puni Kokiri PO Box 69 Tauranga
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950	Te Puni Kokiri PO Box 69 Tauranga
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950 Email: <u>TPKRotorua@tpk.govt.nz</u>	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254 Fax: 07-577 6155 Email: <u>TPKTauranga@tpk.govt.nz</u>
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950 Email: TPKRotorua@tpk.govt.nz	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254 Fax: 07-577 6155 Email: <u>TPKTauranga@tpk.govt.nz</u>
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950 Email: <u>TPKRotorua@tpk.govt.nz</u> <b>WELLINGTON</b> Te Puni Kokiri	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254 Fax: 07-577 6155 Email: <u>TPKTauranga@tpk.govt.nz</u> <b>WHAKATANE</b> Te Puni Kokiri
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950 Email: TPKRotorua@tpk.govt.nz WELLINGTON Te Puni Kokiri PO Box 31520	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254 Fax: 07-577 6155 Email: <u>TPKTauranga@tpk.govt.nz</u> <b>WHAKATANE</b> Te Puni Kokiri PO Box 26
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950 Email: <u>TPKRotorua@tpk.govt.nz</u> <b>WELLINGTON</b> Te Puni Kokiri PO Box 31520 Lower Hutt	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254 Fax: 07-577 6155 Email: <u>TPKTauranga@tpk.govt.nz</u> <b>WHAKATANE</b> Te Puni Kokiri PO Box 26 Whakatane
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950 Email: TPKRotorua@tpk.govt.nz WELLINGTON Te Puni Kokiri PO Box 31520 Lower Hutt Tel: 04-570.3180	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254 Fax: 07-577 6155 Email: <u>TPKTauranga@tpk.govt.nz</u> <b>WHAKATANE</b> Te Puni Kokiri PO Box 26 Whakatane Tel: 07-307 1057
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950 Email: TPKRotorua@tpk.govt.nz WELLINGTON Te Puni Kokiri PO Box 31520 Lower Hutt Tel: 04-570 3180 Fax: 04-570 3181	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254 Fax: 07-577 6155 Email: <u>TPKTauranga@tpk.govt.nz</u> <b>WHAKATANE</b> Te Puni Kokiri PO Box 26 Whakatane Tel: 07-307 1057 Fax: 07-307 1033
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950 Email: <u>TPKRotorua@tpk.govt.nz</u> <b>WELLINGTON</b> Te Puni Kokiri PO Box 31520 Lower Hutt Tel: 04-570.3180	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254 Fax: 07-577 6155 Email: <u>TPKTauranga@tpk.govt.nz</u> <b>WHAKATANE</b> Te Puni Kokiri PO Box 26 Whakatane Tel: 07-307 1057
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950 Email: <u>TPKRotorua@tpk.govt.nz</u> <b>WELLINGTON</b> Te Puni Kokiri PO Box 31520 Lower Hutt Tel: 04-570 3180 Fax: 04-570 3181 Email . TPK.Poneke@tpk.govt.nz	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254 Fax: 07-577 6155 Email: <u>TPKTauranga@tpk.govt.nz</u> <b>WHAKATANE</b> Te Puni Kokiri PO Box 26 Whakatane Tel: 07-307 1057 Fax: 07-307 1033 Email: <u>TPKWhakatane@tpk.govt.nz</u>
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950 Email: TPKRotorua@tpk.govt.nz <b>WELLINGTON</b> Te Puni Kokiri PO Box 31520 Lower Hutt Tel: 04-570 3180 Fax: 04-570 3181 Email . TPK.Poneke@tpk.govt.nz <b>WHANGANUI</b>	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254 Fax: 07-577 6155 Email: <u>TPKTauranga@tpk.govt.nz</u> <b>WHAKATANE</b> Te Puni Kokiri PO Box 26 Whakatane Tel: 07-307 1057 Fax: 07-307 1033 Email: <u>TPKWhakatane@tpk.govt.nz</u> <b>WHANGAREI</b>
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950 Email: TPKRotorua@tpk.govt.nz <b>WELLINGTON</b> Te Puni Kokiri PO Box 31520 Lower Hutt Tel: 04-570 3180 Fax: 04-570 3181 Email: TPK.Poneke@tpk.govt.nz <b>WHANGANUI</b> Te Puni Kokiri	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254 Fax: 07-577 6155 Email: <u>TPKTauranga@tpk.govt.nz</u> <b>WHAKATANE</b> Te Puni Kokiri PO Box 26 Whakatane Tel: 07-307 1057 Fax: 07-307 1033 Email: <u>TPKWhakatane@tpk.govt.nz</u> <b>WHANGAREI</b> Te Puni Kokiri
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950 Email: TPKRotorua@tpk.govt.nz <b>WELLINGTON</b> Te Runi Kokiri PO Box 31520 Lower Hutt Tel: 04-570 3180 Fax: 04-570 3181 Email: TPK.Poneke@tpk.govt.nz <b>WHANGANUI</b> Te Puni Kokiri PO Box 436	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254 Fax: 07-577 6155 Email: <u>TPKTauranga@tpk.govt.nz</u> <b>WHAKATANE</b> Te Puni Kokiri PO Box 26 Whakatane Tel: 07-307 1057 Fax: 07-307 1033 Email: <u>TPKWhakatane@tpk.govt.nz</u> <b>WHANGAREI</b> Te Puni Kokiri Private Bag 9026
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950 Email: <u>TPKRotorua@tpk.govt.nz</u> <b>WELLINGTON</b> Te Puni Kokiri PO Box 31520 Lower Hutt Tel: 04-570 3180 Fax: 04-570 3181 Email: <u>TPK.Poneke@tpk.govt.nz</u> <b>WHANGANUI</b> Te Puni Kokiri PO Box 436 Whanganui	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254 Fax: 07-577 6155 Email: <u>TPKTauranga@tpk.govt.nz</u> <b>WHAKATANE</b> Te Puni Kokiri PO Box 26 Whakatane Tel: 07-307 1057 Fax: 07-307 1033 Email: <u>TPKWhakatane@tpk.govt.nz</u> <b>WHANGAREI</b> Te Puni Kokiri Private Bag 9026 Whangarei
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950 Email: <u>TPKRotorua@tpk.govt.nz</u> <b>WELLINGTON</b> Te Puni Kokiri PO Box 31520 Lower Hutt Tel: 04-570 3180 Fax: 04-570 3181 Email <u>TPK.Poneke@tpk.govt.nz</u> <b>WHANGANUI</b> Te Puni Kokiri PO Box 436 Whanganui Tel 06-348 1400	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254 Fax: 07-577 6155 Email: <u>TPKTauranga@tpk.govt.nz</u> <b>WHAKATANE</b> Te Puni Kokiri PO Box 26 Whakatane Tel: 07-307 1057 Fax: 07-307 1033 Email: <u>TPKWhakatane@tpk.govt.nz</u> <b>WHANGAREI</b> Te Puni Kokiri Private Bag 9026 Whangarei Tel: 09-430 3731
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950 Email: TPKRotorua@tpk.govt.nz WELLINGTON Te Runi Kokiri PO Box 31520 Lower Hutt Tel: 04-570 3180 Fax: 04-570 3181 Email : TPK.Poneke@tpk.govt.nz WHANGANUI Te Puni Kokiri PO Box 436 Whanganui Tel 06-348 1400 Fax 06-348 9400	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254 Fax: 07-577 6155 Email: <u>TPKTauranga@tpk.govt.nz</u> <b>WHAKATANE</b> Te Puni Kokiri PO Box 26 Whakatane Tel: 07-307 1057 Fax: 07-307 1033 Email: <u>TPKWhakatane@tpk.govt.nz</u> <b>WHANGAREI</b> Te Puni Kokiri Private Bag 9026 Whangarei Tel: 09-430 3731 Fax: 09-430 3160
Te Puni Kokiri Private Bag 3017 Rotorua Tel: 07-349 7810 Fax: 07-349 0950 Email: <u>TPKRotorua@tpk.govt.nz</u> <b>WELLINGTON</b> Te Puni Kokiri PO Box 31520 Lower Hutt Tel: 04-570 3180 Fax: 04-570 3181 Email <u>TPK.Poneke@tpk.govt.nz</u> <b>WHANGANUI</b> Te Puni Kokiri PO Box 436 Whanganui Tel 06-348 1400	Te Puni Kokiri PO Box 69 Tauranga Tel: 07-577 6254 Fax: 07-577 6155 Email: <u>TPKTauranga@tpk.govt.nz</u> <b>WHAKATANE</b> Te Puni Kokiri PO Box 26 Whakatane Tel: 07-307 1057 Fax: 07-307 1033 Email: <u>TPKWhakatane@tpk.govt.nz</u> <b>WHANGAREI</b> Te Puni Kokiri Private Bag 9026 Whangarei Tel: 09-430 3731

#### 6. Enterprising Communities (Hapori Rauhanga)

Enterprising Communities provides funding to eligible community organisations to help develop and implement projects that will assist people who are finding it hard to get jobs.

To be eligible for funding, a project needs to be managed by a legally incorporated, non profit organisation. The project also needs to target one or more of the priority groups identified in the Work and Income Regional Plan for the area, and contribute to one or more of the following themes:

- Community Enterprise Organisations
- Community Labour Market Organisations
- Ecoworks
- Migrant Employment Assistance.

Each project will be considered on a case by case basis based on the information provided in the application, business plan and proposed use of the funding. Funding is available for a maximum of three years, with projects expected to be able to show that they will be financially independent once the funding period has ceased.

Each region has an Enterprising Communities Manager and Enterprising Communities advisors based in the Work and Income Regional offices.

Our forms are available on-line along with each of the Work and Income Regional Plans to assist in deciding if your project may be eligible.

Enterprising Communities also produces a regular newsletter. If you would like to subscribe to this, please send your name and postal address to the email address below.

For more information about Enterprising Communities, how to apply for funding or how to contact us, visit our website at www.workandincome.govt.nz.

Alternatively, you can contact Enterprising Communities on 0800 779 998, or email enterprising communities@msd.govt.nz.

#### 7. Arts Access Aotearoa

#### Who Are We?

Arts Access Aotearoa is a Charitable Trust whose objectives are to ensure that people and communities of New Zealand have unhindered access to the arts, and opportunities to create, perform and develop their own arts.

The Trust promotes the following principles:

- that all people have a right to creative expression
- that all people should be encouraged to develop their creativity.
- that people with limited access to the arts should be provided with opportunities to access the arts
- that barriers restricting access to the arts should be removed

Arts Access Aotearoa works with organisations in the social service sector, and communities of people with limited access to the arts, to stimulate them to undertake arts projects, develop their own arts activities independently and develop partnerships with funding organisations and art groups. The Trust itself is not a funding body.

#### Client groups include:

People with physical, sensory, intellectual or psychiatric disabilities, people receiving hospital care or addiction support, people in remand or training centres, prisoners, elderly people in homes, and people living in isolation, whether domestic or institutional and in both rural and urban areas.

#### Note:

For Case Managers wanting to refer their clients to a suitable organisation working in their area, you are welcome to contact Arts Access Aotearoa who will put you in touch with the appropriate organisation or suggest partnership programmes, who will provide support and advice to your clients. While we do not work with individuals we do work with over 700 organisations who could help.

For further information please contact:

Arts Access Aotearoa PO Box 9828, Te Aro WELLINGTON Ph: (04) 802 4349 Fax: (04) 802 4357 Email: <u>info@artsaccess.org.nz</u> Web: <u>www.artsaccess.org.nz</u>

#### 8. The Funding Information Service

#### Who are we?

The Funding Information Service is a not-for-profit organisation collecting and distributing information about funding by way of three searchable computer databases, Fundview, BreakOut and CorporateCitizens.

FundView contains information about funding for community groups in New Zealand.

**BreakOut** contains details of awards, scholarships and grants available to New Zealand individuals for personal development, principally in academic, artistic, research and sporting fields.

**CorporateCitizens** is the first port of call for organisations looking for mutually beneficial relationships with businesses offering volunteering, mentoring, sponsorship, gifts in kind, loans and other initiatives.

Many libraries and other information centres around New Zealand subscribe to these three databases and make them available to members of the public free of charge. The Funding Information Service web site has a list of places where you can use these databases free of charge. Otherwise, you can subscribe to have access to them on-line.

For further information please contact

The Funding Information Service PO Box 1521 Wellington Ph: (04) 499 4090 Fax: (04) 472 5367 Email: info@fis.org.nz Web site: www.fis.org.nz

#### 9. Directory of National Contacts

This list of national arts organisations and resources is not exhaustive. For additional resources of information visit the following NZ based internet portals:

#### <u>http://www.url.co.nz/resources/nzarts.php</u> <u>http://www.creativenz.govt.nz/resources/cultural.html</u> (Bottom of the page)

**Arts Access Aotearoa** PO Box 9828 Te Aro Wellington Ph: (04) 916 4885 Fax: (04) 473 2905 E-mail: info@artsaccess.org.nz Website: www.artsaccess.org.nz Purpose-Arts Access Aotearoa is a Charitable Trust whose objectives are to ensure that people and communities of New Zealand have unhindered access to the arts and opportunities to create, perform and develop their own arts. Artspace 300 Karangahape Road, Newton. Auckland (Artspace is on the Link bus route) Ph: (09) 303 4965 Fax: (09) 366 1842 Email: artspace@artspace.org.nz Website: www.artspace.org.nz Purpose-Artspace's mission is to challenge, inspire and educate the makers and readers of contemporary culture by producing, exhibiting and communicating contemporary art from a point of view unhindered by the expectation of success or fear of failure. Artists Alliance 1 Ponsonby Road Newton Auckland Rh: (09) 376 7285 Fax: (09) 307 7645 Email: artsalli@ihug.co.nz Purpose -Artists Alliance Inc is a non-profit organisation established ten years ago to represent and advance the professional interests of the visual arts sector in Aotearoa/New Zealand Arts on Tour NZ P O Box 845 Christchurch Ph: (03) 366 6167 or 025 386 154 Fax: (03) 366 6167 Email: aotnz@netaccess.co.nz

Purpose -An annual menu of professional touring artists to rural and provincial New Zealand. Association of Book Crafts (New Zealand) Inc C/- 4 Alnack Place Torbav Auckland 1311 New Zealand Ph: +64 9 473 6865 fax: +64 9 473 6826 Purpose -To promote, encourage and practice the arts and crafts associated with books. To preserve the traditional Bookbinding skills and the maintenance of standards. We have members throughout New Zealand, both professional and amateur. The majority of our membership however, consists of amateur binders and book makers, varying in skills from beginners to the more advanced. Association of New Zealand Embroiderers' Guilds Inc (ANZEG) Sally Marsh **ANZEG Secretary** E-mail: marshsa@xtra.co.nz Web site: www.anzeg.org.nz Purpose -The Association of New Zealand Embroiderers' Guilds exists to communicate, educate, promote and preserve the artistry and craftsmanskip of embroidery - and in doing so enjoy the fellowship of like-minded people. Association of New Zealand Leatherworkers 25 Turret Road Tauranga Ph: (07) 577 0410 Fax: (07) 577 9298 Purpose Unites membership by providing a link and giving leatherworkers an opportunity to tap into a source of information specifically dealing with their craft. Association of Women Artists P.O.Box 47 370 Ponsonby Auckland Ph: (09) 276 2704 Purpose -Provides a supportive and educative network open to all women. We aim to help women gain confidence in developing and exhibiting their work and to explore the issues relating to women's art. Also to document and record the work of our members.

#### Australasian Performing Right Association (also known as APRA)

92 Parnell Rd, Parnell PO Box 6315 Auckland T: (09) 379 0638 F: (09) 379 3205 FREEPHONE: 0800 NZ APRA (69 2772) Email: ahealey@apra.com.au

Purpose -

APRA is a non-profit association of some 4,000 NZ music writers and publishers. APRA licenses the public performance and broadcast of copyright music. It also serves as a voice for its membership through advocacy and public relations.

Book Publishers Association of NZ Inc P O Box 36 477 Northcote Auckland Ph: (09) 480 2711

Fax: (09) 480 1130 Email: bpanz@copyright.co.nz Web site: www.bpanz.org.nz

Purpose -

BPANZ is the trade association of book publishers and distributors in New Zealand. It represents the interests of the industry to government and other agencies. It serves as a professional organisation, providing a range of services including training. It protects copyright and promotes trade by its members in domestic and export markets.

Calligraphy Society of New Zealand

P O Box 3799 Christchurch Ph: (03) 338 9693 Email: newbury(@chchpoly.ac.nz

Purpose -

A non profit organisation that aims to encourage calligraphy and related arts, to publish and circulate information and to form a library and other resources for member's use.

#### Centre for New Zealand Music (t/a SOUNZ)

P O Box 10 042 Wellington Ph: (04) 801 8602 Fax: (04) 801 8604 Email: info@sounz.org.nz Web Site: http://www.sounz.org.nz/

Purpose -

To foster and promote New Zealand music – its creation, performance, publication, recording and broadcast – by working with and on behalf of New Zealand composers. Offers a range of services and projects, which support composers, performers and all people interested in NZ music. Acts as a point of contact for information about the music industry.

#### **Composers Association of New Zealand** P O Box 4065 Wellington Ph: (04) 817 6508 Email: secretary@canz.net.nz Web site: http://www.canz.net.nz/ Purpose -Provides up-to-date information about New Zealand composers and their music. Organises the Nelson Young Composers Workshop and other events to benefit its members and liaises with other organisations such as SOUNDZ and APRA which are active in the promotion of New Zealand music. Creative Fibre (New Zealand Spinning, Weaving and Woolcrafts Society) P O Box 7159 New Plymouth 4630 Ph: (06) 758 3335 Fax: (06) 758 3335 Email: Web Site: http://www.creativefibre.org.nz/ E-mail: president@creativefibre.org.nz Purpose -To foster interest in, and to develop and promote all Fibre Art and Craft. The Society organises Education Seminars and workshops, arranges Exhibitions and Fashion Parades and publishes a Quarterly magazine. Ir brings together Spinners, Weavers, Knitters, Dyers, Felters, Crochet workers, Free Form Fibre Artists and all other people involved in Textiles. Dance Aotearca New Zealand (also known as DANZ) Wellington Studio P O Box 9885 Wellington > Ph: (04) 801 9885 Fax: (04) 801 9883 Email: danz@danz.org.nz Auckland Studio PO Box 5072 Auckland Rh: (09) 360 1420 E-mail: danznorth@danz.org.nz Web site: http://www.danz.org.nz/ Purpose -The national New Zealand sector organisation for dance, in all its forms. It aims to develop industry sustainability through promoting participation, improving access, providing professional development and advocating the long term growth and health of New Zealand dance. Film New Zealand P O Box 24 142 Wellington Ph: (04) 385 0766 Fax: (04) 384 5840 Email: info@filmnz.org.nz

#### Web site: http://www.filmnz.org.nz/

#### Purpose -

Film New Zealand is a member of the Association of Film Commissions International. Film New Zealand's role as a film locations office, is to New Zealand's markets creative environment and provide information, introductions and support to filmmakers both internationally and locally.

#### Maori Arts

PO Box 478 Hamilton Fax: (07) 8394226 Email: <u>sales@hanlon.net.nz</u> Web site: http://www.maori-arts.com/

#### Purpose -

This web site serves many purposes. Firstly it acts as a free directory for artists and organisations. Secondly it provides information about art related news, and finally it provides a platform for artists to promote and sell their products via the use of an online Gallery shop and their own web site. We want to see people utilising their creativity by creating business for themselves. With the Maori Arts web site we can help by providing you with the right tools.

#### Maori Arts and Crafts Institute

P O Box 334 Rotorua Ph: (07) 348 9047 Fax: (07) 348 9045 Web site: http://www.nzmaori.co.nz/

Purpose -

To encourage, foster and promote all types of Maori culture and the practice and appreciation of Maori arts and crafts. To train Maori in the practice of Maori arts and crafts. To provide demonstrations or exhibitions of Maori arts and crafts and suitable premises for any such demonstrations or exhibitions.

To arrange and conduct exhibitions of Maori arts and crafts and of ours of performers demonstrating Maori arts and aspects of Maori culture.

Develop and maintain areas in the Rotorua district or elsewhere as scenic or tourist attractions. To assist in the preservation of Maori culture and Maori and arts and crafts.

#### Moving Image Centre

P O Box 168 030 Newton Auckland Ph: (09) 379 9922 Fax: (09) 379 9925 Email: <u>hello@mic.org.nz</u> Web site: http://www.mic.org.nz/

Purpose -

A non-profit organisation dedicated to the promotion of creative media arts in New Zealand. This is achieved by the exhibition and distribution of innovative and challenging film, video, installation and new technology art, visits by international artists and filmmakers, the supply of information and training to filmmakers and artists.

**Musical Theatre Federation of New Zealand** P O Box 1413 Wellington

	chnical roving	and sand	collection btion and	reen and
	Purpose – To promote musical theatre in the community; to train actors, directors and technical support; to provide a library of perusal scripts and scores; and to assist in improving standards of performance.		New Zealand Email: Chair@Crattine.org.nz/ Web site: http://www.craftinfo.org.nz/ Purpose – A Treasury of New Zealand Craft Resource is the centre for excellence in the collection and dissemination of information about craft and craft artists and in the promotion and marketing of craft work through the internet. Mational Association of Woodturners (NZ) Inc Secretary Kaiikanui Rd RD1 Hikurangi Northland Phr: (09) 433 8950 Fax: (09) 433 8950 Fax: (09) 433 8950 Fax: (09) 433 8950	Purpose – As enshrined in the Constitution, the objectives are: 'to promote, foster and encourage the art and craft of woodturning in all possible ways.' These objectives have been and are constantly being honoured in a multitude of ways. <b>New Zealand Association for Theatre Craft, Design and Technology</b> (New Zealand Association of Theatre Technicians. NZATT) P O Box 11 957 Manners Street Wellington 6034 Email: n.brownlee@auckland.ac.nz Web site: http://www.nzatt.org.nz/
rix.gen.nz <u>w.musical.org.nz/</u>	theatre in the community; to a library of perusal scripts an nance.	Museums Aotearoa (The Museums of New Zealand Incorporated) P O Box 10 928 Wellington Ph: (04) 499 1313 Fax: (04) 499 6313 Email: mail@museums-aotearoa.org.nz Web Site: http://www.museums-aotearoa.org.nz/ Web Site: http://www.museums-aotearoa.org.nz/ Meb Site: http://www.museums-aotearoa.org.nz/ Web Site: http://www.museums-aotearoa.org.nz/ Meb Site: http://www.museums-aotearoa.org.nz/ Web Site: http://www.museums-aotearoa.org.nz/ Museums Aotearoa ~ Te Tari o Nga Whare Taonga o te Moturis New Zeal independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent professional peak body for museums and those who work in independent profesional pe	New Zealand Email: <u>charrocreatinto.org.nz</u> Web site: http://www.craftinfo.org.nz/ Purpose – A Treasury of New Zealand Craft Resource is the and dissemination of information about craft and marketing of craft work through the internet. National Association of Woodturners (NZ) Inc Secretary Kaiikanui Rd RD1 Hikurangi Northland Ph: (09) 433 8950 Fax: (09) 433 8950 Fax: (09) 433 8950	Purpose – As enshrined in the Constitution, the objectives are: 'to promote, foster a the art and craft of woodturning in all possible ways.' These objectives ha are constantly being honoured in a multitude of ways. <b>New Zealand Association for Theatre Craft, Design and Technology</b> (New Zealand Association of Theatre Technicians. NZATT) P O Box 11 957 Manners Street Wellington 6034 Email: n.brownlee@auckland.ac.nz Web site: http://www.nzatt.org.nz/
Ph: (04) 475 8227 Fax: (04) 475 8290 Email: musical@actrix.gen.nz Web Site: <u>http://www.musical.org.nz/</u>	Purpose – To promote musical theatr support; to provide a librar standards of performance.	Museums Aotearoa P O Box 10 928 Wellington Ph: (04) 499 6313 Fax: (04) 499 6313 Email: mail@museum Web Site: http://www. Web Site: http://wwww. Web Site: http://www. Web Site: http://www. Site: http://wwww. Site: http://wwww. Site: http://wwwww	New Zealand Email: <u>chairto org.nz</u> Web site: http://www.eraftinfo.org.nz Purpose – A Treasury of New Zealand Craft Re and dissemination of information abo marketing of craft work through the ir marketing of craft work through the ir Mational Association of Woodturn Secretary Kaiikanui Rd RD 1 Hikurangi Northland Ph: (09) 433 8950 Fax: (09) 433 8950 Email: graemepriddle@xtra.co.nz	Purpose – As enshrined in the Constitution, the the art and craft of woodturning in a are constantly being honoured in a <b>New Zealand Association of Theat</b> (New Zealand Association of Theat P O Box 11 957 Manners Street Wellington 6034 Email: <u>n.brownlee@auckland.ac.nz</u> Web site: <u>http://www.nzatt.org.nz/</u>

#### Purpose -

To promote communication and unity within the theatre industry; especially between the designers and crafts people who plan and implement the technical facets of a production or event.

#### New Zealand Association of Organists Inc

456 Wairakei Road Harewood Christchurch 8005 Ph: (03) 359 7665 Fax: (03) 359 7850 Email: <u>denis.guyan@clear.net.nz</u> Web site: <u>www.organz.org.nz</u>

#### Purpose -

To encourage interest in organs, organ building and organ music by way of recitals, master classes and conferences.

#### New Zealand Calligraphers

P.O. Box 99674 New Market Auckland E-mail: <u>info@nzcalligraphers.co.nz</u> Website: <u>www.nzcalligraphers.co.nz</u>

#### Purpose -

New Zealand Calligraphers aim to increase awareness of calligraphy in New Zealand. Being a member gives you quarterly newsletters, updates on workshops being held, events of interest, contact with other calligraphers and societies, and much more.

#### New Zealand Choral Federation Te Kotahitanga Manu Reo o Aotearoa

P O Box 6474 Auckland 1036 Ph: (09) 377 4740 Fax: (09) 377 4741 Email: admin@nzcf.org.nz Web Site: http://www.nzcf.org.nz/

#### Purpose ~

To promote choral music in New Zealand in all its forms and to ensure that the experience of singing in a group is as widely accessible as possible to New Zealanders of all ages and communities throughout the country. The New Zealand Choral Federation also provides educational resources a clearing house for dates and information and facilitating of workshops, national festivals and events.

#### **New Zealand Concert Bands Association**

P O Box 2403 Hastings Ph: (06) 879 8647 Email: <u>ross.clark@xtra.co.nz</u>

#### Purpose -

A representative organisation for concert bands in New Zealand. It aims to establish concert banding as an important and recognised part of the arts and to put in place education and training programmes, so that member bands' needs can be met.

**New Zealand Country Music Association Inc.** P O Box 168

Gisborne Ph: (06) 867 7637 Fax: (06) 867 7948	
Purpose – To foster and encourage country music for all age levels; to maintain close liaison between clubs; and to offer family orientated and fun leisure activity through country music.	
New Zealand Federation of Amateur Movie Clubs RD 42 Waitara Ph: (06) 754 8556	$\sim$
Purpose – To foster and develop study, research and experimental work in all branches of movie making; and to promote, where considered advisable or desirable, workshops, festivals and other social gatherings having as their function the furtherange of the aims of the Federation.	5
New Zealand Federation of Dance Teachers Inc P O Box 5383 Papanui Christchurch Ph: (03) 366 0055 or 388 0239 Fax: (03) 365 5513	
Purpose – Development and furtherment of dancesport, leither in competition and/or social setting. Involved in dance as a sport (recognised by the Olympic Committee) and as an art for recreational and social purposes. Dancesport includes: ballroom, Latin, new vogue, old time, rock'n'roll, exhibition and formation teams.	
New Zealand Federation of Film Societies P O Box 9544 Marion Square Wellington Ph: (04) 385 0162 Fax: (04) 801 7304 Email Into@enzedff.co.nz	
Purpose – A non-profit making cultural body, formed to encourage the appreciation of film from the point of view of art and education as well as entertainment. The Federation screens films that would otherwise not be shown by commercial cinemas in New Zealand.	
New Zealand Guild of Storytellers Nga Kaikorero Purakau o Aotearoa Inc 191 Princess Street Invercargill Ph: (03) 216 7290 Mob: (025) 200 4060 Email: <u>lizm@xtra.co.nz</u> Web Site: <u>http://storytelling.org.nz</u>	
Purpose – Objectives include: preserving and practicing, promoting and enjoying the ancient art of	

The information provided in the PACE Resource Pack is correct as at the time of publication. 24

storytelling, and sharing the love of storytelling with all people in New Zealand; as well	
as spreading the awareness of its intrinsic value.	
Our major event is the Glistening Waters Storytelling Festival. An international festival	
held in Masterton, Labour weekend (October), in even years.	
New Zeeland Institute of Drefessional Dhetegraphers	
New Zealand Institute of Professional Photographers	
PO Box 18-527	
Christchurch	
Ph: (03) 982 2125	
Fax: (03) 382 5488	
Email: info@nzipp.org.nz	
Web site: http://www.nzipp.org.nz/	$\land$
Purpose –	$\rightarrow$ //
To raise the profile of professional photography	\ D ~
To maintain and improve professional standards	$\bigcirc$
To develop skills and encourage continuing professional development	>
To provide advice, guidance and support on issues relevant to the industry	
<ul> <li>To provide encouragement and friendship through the regional network</li> </ul>	
To provide a benchmark of excellence to buyers of photography	
New Zeelend Less Casistu	
New Zealand Lace Society	
P.O.Box 22254	
Christchurch, 8142,	
New Zealand	
Website; http://www.lace.org.nz/news.php	
Purpose –	
Our aim is to foster the art of lace making and the interest of lace old and new.	
New Zealand Music Industry Commission Te Reo Reka O Aotearoa	
PO Box 68-524	
Newton	
Auckland	
Phone: (09) 3760115	
Fax: (09) 3760116	
Email. info@nzmusic.org.nz	
Web site. http://www.nzmusic.org.nz/	
Purposé -	
The NZMPC was set up to act as a music industry facilitator and advocate with the	
mission to grow the New Zealand contemporary popular music industry both	
economically and culturally.	
New Zealand Music Services Directory	
Stellar Night Productions	
P O Box 10 081	
Dominion Rd	
Auckland 1030	
Email: nzmsd@musicnz.co.nz	
Web site: http://www.musicnz.co.nz/	
Purpose –	
A cyber and print guide to those performing, recording, running a venue doing concert	
production, organising events, offering tuition, and any kind of music service. NZ Music	
Services DIRECTORIES are for sale and we offer big discounts for bulk buys for	
TO TARGE DIVEDTO ALL ALL ALL ALL ALL ALL ALL ALL ALL AL	
schools, libraries, organisations etc	

New Zealand Society of Artists in Glass P O Box 68 805 Newton Auckland Ph: (09) 378 8731 Fax: (09) 376 6492 Email: <u>nzsum@ihug.co.nz</u> Web site: <u>http://www.craftinfo.org.nz</u>

Purpose -

Dedicated to networking, communicating, educating and informing, all about: current issues, techniques, technological breakthroughs and happenings in glass, nationally and internationally.

#### New Zealand Society of Authors (PEN NZ Inc.)

P O Box 67 013 Mt Eden Auckland 1030 Ph: (09) 356 8332 Fax: (09) 356 8332 Email: nzsa@clear.net.nz Web Site: http://www.authors.org.nz/

Purpose -

Works to improve conditions for New Zealand writers, by raising their professional profile and encouraging their fair treatment by others. Also works on behalf of writers everywhere, whose lives and freedoms are endangered.

#### New Zealand Theatre Federation Inc

P O Box 3037 Christchurch Ph: (03) 377 2303 / after hours: (03) 354 1547 Fax: (03) 377 2303 Email <u>NZ1FNAT@xtra.co.nz</u>

Purpose

To provide a national link between people who are interested in theatre. To provide an avenue through which colleagues can turn to colleagues; a place where people are responsible to members' needs and the needs of theatre. We provide a resource centre and a New Zealand play library. We have a common goal, that of providing the people of today with a sense and essence of theatre.

Office and library hours: Monday - Thursday 10am - 3pm

#### New Zealand Writers Guild

P O Box 47 886 Ponsonby Auckland Ph: (09) 360 1408 Fax: (09) 360 1409 Email: info@nzwritersguild.org.nz Web Site: http://www.nzwritersguild.org.nz/

Purpose -

The Guild is a professional, non-profit association for writers in film, television, theatre, radio, video and multimedia. Its objectives are to promote and protect the interests of its members and provide a link for writers to their peers and the entertainment industry generally. The Guild also runs the New Zealand Writers Foundation, a charitable trust

with the purpose of providing professional development and education of screenwriters.

Northern Danz Network P O Box 5072 Wellesley Street Auckland Ph: (09) 476 4691 Fax: (09) 476 3362 Email: <u>danznorth@danz.org.nz</u> Web site: http://danznet.co.nz/danz\_north.php

Purpose -

The Network is for communication and to pass on information; to develop a representative voice for dance people; to build up resources and services; to promote the aims of dance people so that an environment is created in which dance is recognised and supported as an integral part of life in Aotearoa/New Zealand.

The main activities of Northern Danz Network are: the publishing of the bi-monthly newsletter Danznet, the Dance Directory, a dance e-mails network and the Auckland Dance Festival. The web site includes a Dance Message Board and 'What's on', which includes performances, workshops and seminars.

New Pacific Underground (Previously known as Pacific Underground) P O Box 3934

Christchurch Ph: (03) 377 1097 Fax: (03) 377 1096 Email: pacific.underground@clear.riet.pz

Purpose -

We exist to tell stories and experiences of Pacific Island peoples, living and growing up in Aotearoa through the medium of performing arts such as theatre, music, dance and other entertainment forms. We write, direct, produce and create all original material.

#### NZ Centre for Photography

P Q Box 5365 Lambton Quay Wellington Mobile: 021 718 941 Email: centrephot@clear.net.nz Web site: http://www.nzcp.wellington.net.nz/

Rurpose -

We exist to promote New Zealand photography and support the independent photographer - amateur, professional, student, and educator. And we aim to extend photograph's audience. Exhibitions, lectures, workshops and publishing are all part of our programme.

#### Piping and Dancing Association of New Zealand

P O Box 40 777 Glenfield Ph: (09) 444 9481 Email: <u>pipinganddancing@xtra.co.nz</u> Web Site: http://www.piping-dancing.org.nz/

Purpose – The Piping and Dancing Association of New Zealand wishes to promote piping and dancing both in New Zealand and worldwide. Playmarket – NZ's Playwrights' Agency & Script Advisory Agency PO Box 9767 Te Aro, Wellington New Zealand. Ph (04) 382 8462 Fax (04) 382 8461 E-mail <u>info@playmarket.org.nz</u> Web site: http://www.playmarket.org.nz/about home.php

Purpose -

Playmarket is New Zealand's only playwrights' agency & script advisory service. We are at the heart of New Zealand theatre - our focus is the development and representation of New Zealand playwrights and their plays.

#### Puppetry Info New Zealand

(PINZ) P O Box 20047 Wellington 6039 Ph: (04) 934 0622 (Anne Forbes) Email: <u>postmaster@pinz.org.nz</u> Web Site: <u>http://www.pinz.org.nz</u>

Purpose -

PINZ is a national alliance of professional groups and individuals working for puppet theatre. We are affiliated to UNIMA, which is an organisation that links puppeteers internationally. Our mission is to provide a structure to unite puppeteers for the purpose of raising awareness amongst the professional theatre community and the general public, and striving for excellence in professional theatre.

For membership details, subs and benefits contact the Secretary, Ramon Rivero, at above address or email

#### Recording Industry Association of New Zealand

P O Box 37 442 Parnell Auckland Ph: (09) 308 0510 Fax: (09) 306 4977 Email: music@rianz.org.nz Web Site: http://www.rianz.org.nz awards Web Site: http://www.nzmusicawards.co.nz/

RiANZ is an incorporated society established to promote the rights of producers of sound and/or video recordings.

**Royal New Zealand Pipe Bands Association** P O Box 13 211 Christchurch Ph: (03) 379 7984

Fax: (03) 377 1742 Email: <u>pipesnz@clear.net.nz</u>

Purpose – To promote pipe band music and pipe bands.

SPADA (Screen Producers and Directors Association) P O Box 9567

#### Wellington

Ph: (04) 939 6934 Fax: (04) 939 6935 Email: info@spada.co.nz Web site: http://www.spada.co.nz/

#### Purpose -

The leading advocate for a robust screen production industry which strives to enhance a diversity of screen culture in New Zealand.

#### Talent On Line

P O Box 56 052 Dominion Rd Auckland 1030 Ph: 0800 99 88 66 Fax: 64-9-575 8910 Email: auckland@talentonline.co.nz Web site: http://www.talentonline.co.nz/

Purpose -

Our main goal is to support and promote those out front and behind the scenes of entertainment and advertising around New Zealand and Australia. We want to help you find the resources you need to improve yourself in your craft like training courses, books and equipment. We want to help you market yourselves to get more work. We want to keep you informed about upcoming productions and events.

#### Tertiary Dance Educators Network New Zealand

c/- Susan Jordan Level 7 Short Street City Campus / University of Auckland Private Bag 92 019 Auckland Ph: (09) 373 7599 Fax: (09) 367 7191 Email: <u>s. jordan@auckland.ac.nz</u>

#### Purpose -

To develop communication networks; to become a consultative and advisory body; to provide support and guidance; to act as an advocate; to establish standards and to develop codes of ethics for dance education in Aotearoa / New Zealand.

#### Textiles in Aotearoa / Patterns of Identity

E-mail; angela.fraser@aut.ac.nz Web site: www.textiles.org.nz

Purpose -

This site documents textiles in New Zealand. It provides a resource for teachers, students, artists, and individuals interested in textiles. It includes profiles of individual textile artists and designers as well as textile projects in education and the community. It also includes contemporary Maori and Pacific textile artists and groups.

**Te Kura O Toi Whakaari o Aotearoa: New Zealand Drama School** (Also known as Toi Whakaari) P O Box 7146 Wellington South Ph: (04) 389 0996 Fax: (04) 389 4996 The national training school for drama and technical production.

Purpose -

Trains actors for a Bachelor of Performing Arts, Acting, (three years); trains technical production professionals for a Diploma in Technical Production (two years); Advanced Diploma in Technical Production (one year); and runs master classes and open workshops.

#### Toi Maori Aotearoa (Maori Arts New Zealand)

P O Box 9570 Wellington Ph: (04) 801 7914 Fax: (04) 801 9412 Email: toimaori@xtra.co.nz Web Site: http://www.maoriart.org.nz/

Purpose -

Toi Maori serves as the vehicle for the development and promulgation of all forms of contemporary Maori art. It provides advocacy for Maori art and artists. It promotes the growing audience for Maori arts and argues the uniqueness, quality and integrity of Maori arts.

#### TOWER New Zealand Youth Choir

(TOWER Voices New Zealand) PO Box 11046 Wellington Ph: (04) 802 4047 Fax: (04) 802 4069 E-mail: <u>nzyc@anet.co.nz</u> Web Site: <u>http://www.nzyc.co.nz/</u>

Purpose -

To develop New Zealand choral singing at the highest level for singers aged 25 upwards