

**LOGISTICS COORDINATOR (0.5 FTE)**



**ABOUT WORLD OF WEARABLEART (WOW)**

At the heart of WOW is an internationally renowned wearable art competition which attracts entries from more than 40 countries around the globe each year. The astonishing works of wearable art created by designers and then selected by the judges go on to take the stage in the annual WOW Show, which attracts an audience of close to 60,000 people. WOW also has the privilege to house and care for an incredible collection of past garments which are showcased through exhibitions, live events, and other activations.

<b>LOCATION:</b>	Based in Wellington.	
<b>PURPOSE:</b>	The Logistics Coordinator will take ownership of freighting logistics Competition and other future activities freighting logistics, and commercial travel support for the wider WOW team.	
<b>REPORTS TO:</b>	Wearable Art Manager	
<b>DIRECT REPORTS:</b>	Nil	
<b>KEY RELATIONSHIPS:</b>	<b>Internal</b> Senior Leadership Team, Wardrobe Manager, Show Producer, and all employees/contractors across WOW.	<b>External</b> WOW Stakeholders Third-party suppliers

**KEY RESPONSIBILITIES**

**Freighting & Logistics Coordination**

- Organise and coordinate garment movement, and logistics for:
  - International competition entries to/from New Zealand.

	<ul style="list-style-type: none"> <li>○ New Zealand competition entries within NZ.</li> <li>○ Permanent Collection and loan garments for special events (International and National).</li> <li>○ Competition Finalist garments and return of unselected garments both NZ and International.</li> <li>○ International and NZ business development opportunities.</li> <li>● Proactively find ways to streamline and make more efficient the logistics processes and management of garment movement.</li> <li>● Assist Head of Competition in identifying strategic freight opportunities that help support business development.</li> <li>● First point of contact with Mainfreight for logistics and freight matters. Ensure the Head of Competition is kept informed of any potential developments that may affect the partnership relationship with Mainfreight.</li> <li>● Liaison for communication, queries and information relating to designer freight, including international documentation queries.</li> <li>● Monitoring, shipments costs and timelines according to Competition deadlines including cataloguing, First Judging and shipping to Show.</li> <li>● Keep Wearable Art Manager informed of incoming garment shipments.</li> <li>● Ensure information regarding freight options for designers are up to date on the WOW website, as well as information on automated emails and in other designer comms.</li> <li>● Addressing and resolving shipment issues.</li> <li>● Arrange container logistics for excess storage during cataloguing and First Judging if required.</li> </ul>
<b>Show Season Logistics</b>	<ul style="list-style-type: none"> <li>● Organise transport of garments and other items for show; historical collection, exhibitions, photoshoots etc.</li> <li>● Coordinate freighting with Mainfreight and other freighting companies.</li> <li>● Coordinate the hiring, and movement of shipping containers going to Wellington for show season.</li> <li>● Coordinate with exhibition and events leads to ensure garments and mannequins arrive on location on time.</li> <li>● Ensure the return shipment of garments to the designers following the show season.</li> </ul>
<b>Permanent Collection &amp; Special Events</b>	<ul style="list-style-type: none"> <li>● Exhibitions, Installs, and Live Appearance coordination, including: <ul style="list-style-type: none"> <li>○ Garment and mannequin transportation quotes for special events and exhibitions.</li> <li>○ Coordinating transportation logistics for special events, exhibitions and WOW Lab activities.</li> </ul> </li> </ul>
<b>Operations Administration</b>	<ul style="list-style-type: none"> <li>● Support the Wearable Art Manager with tasks required for the Wearable Art department site as required.</li> </ul>

<b>Wider business contribution</b>	<ul style="list-style-type: none"> <li>Continually seek to improve WOW processes and systems by automating and simplifying manual or time-consuming tasks.</li> </ul>
	<ul style="list-style-type: none"> <li>Contributes to the wider business as required including contributing to organisational planning and supporting and enabling initiatives to deliver WOW strategy and continuous improvement</li> </ul>
	<ul style="list-style-type: none"> <li>Contributes to successful relationship management of WOW stakeholders, sponsors, and suppliers</li> <li>Represents WOW with external stakeholders as required</li> </ul>
	<ul style="list-style-type: none"> <li>From time to time, support with other duties as reasonably required.</li> </ul>

<b>EXPERIENCE</b>	
<b>Education, Experience and Person Profile</b>	<ul style="list-style-type: none"> <li>Experience with shipping and logistics is desirable.</li> <li>Proven customer service experience with a strong customer centric approach</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>High-level of attention to detail and problem-solving abilities.</li> <li>Excellent time management and organisational skills.</li> <li>Takes ownership and delivers to a high standard</li> <li>Resilient nature and able to work effectively under pressure.</li> <li>Highly organised, able to adapt to changing priorities.</li> <li>Strong verbal and written communicator.</li> <li>Strong interpersonal skills, works well in a team environment.</li> </ul>

## **OUR PURPOSE**

Our purpose is why we exist, why we come into work, and what we provide to people and the world.

“To create awe-inspiring encounters with a world of WearableArt”

## **OUR VALUES**

Our values are a set of guiding principles and beliefs that help us function together as a company with shared intention.

### **We do awe**

We're in the business of emotion. We evoke wonder, excitement, curiosity, and collective effervescence. We push the boundaries of what's possible and create a platform for others who do the same.

### **Collaborate with care**

We match high expectations with high support, lifting each other up, as well as those we encounter. We're open to others' points of view by default, and challenge with respect. We grow together and consider the collective.

### **Champions for creativity**

We're here for the makers of the world, and the people they inspire. We don't just celebrate creativity; we advocate for it. We believe the world needs makers and creators, and are passionate about bringing art off the wall and onto the body – and presenting this in mind bending ways.

### **Honing our craft**

We aim to attract, develop and be the best in our field. We take immense pride in what we do, and the platform we provide for the artists of the world. We're constantly curious and hungry for better, trying new things, solving problems, and discovering opportunities.

### **Good ancestors**

We aspire to leave the world a little better than we found it. We do this through lifting up human creativity, respecting the mana of all cultures, and by reducing our negative impact on the planet. We're proud to honour Te Tiriti o Waitangi.