

**IHAKA TUNUI | 32**  
Ōtaki, Kāpiti Coast  
Available

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**FULL CLEAN  
DRIVERS  
LICENCE**

**REFERENCES**  
◆ On Request

## STATEMENT

Tēnā rā tātou katoa. Ko Ihaka Tunui tōku ingoa. I am a **Creative** individual with strengths in **Writing, Organisation, Coordination, Facilitation**, and effective **Communication**. During my time abroad and within New Zealand, I developed strong transferable skills working in the higher education sector and within the public services, which have complimented my roles in various television productions both in the United Kingdom and in New Zealand. I enjoy a challenge, and I love getting involved in project work.

In 2020, I returned to Victoria University of Wellington to further improve my writing with the International Institute of Modern Letters (IIML), completing their Māori and Pasifika Creative Writing Workshops. Through this programme, I was given the opportunity to facilitate two separate creative writing workshops aimed at rangatahi aged between 10-15 and write for two anthology publications. Having completed two years of full immersion with Te Wānanga o Raukawa from 2021-2022, and awarded the Diploma, I am returning in 2023 to complete their Bachelor Degree in te reo Māori, to further my understanding and appreciation of te reo Māori me ōna tikanga. Nā reira, e mihi kau ana ki a koutou.

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## ESSENTIAL SKILLS

### Creativity

- ◆ Produced written publications for rangatahi.
- ◆ Have on screen credits with several produced media content, including Netflix and AppleTV+.
- ◆ Performed with a variety of teams across Europe showcasing the Māori culture.

### Writing

- ◆ Can read, write and kōrero at an intermediate level of te reo Māori.
- ◆ Produced creative texts for publications in 2022 and 2023.
- ◆ Can draft a variety of documents including memos, policy consultations, trust documentations, and reports.
- ◆ Produced editorial notes for the executive producer of the Netflix series Interior Design Masters, including transcribing for other media content.

### Organisation

- ◆ Organised delivery of products for production and film crew.
- ◆ Booked and managed travel, accommodation, catering, and activities for a variety of groups of up to 40 people.
- ◆ Co-managed venues, and facilitators, for several university events, both in the United Kingdom and New Zealand.

### Coordination

- ◆ Coordinated key information with production and film crew during location filming, including trouble shooting.
- ◆ Successfully coordinated workload and travel for Te Puni Kōkiri – Ministry of Māori Development policy staff and external stakeholders.
- ◆ Coordinated support staff of up to 50 volunteers for Kings College London.

### Facilitation

- ◆ Facilitated creative writing wānanga with rangatahi.
- ◆ Assisted in the management of the public during location filming and between venue staff and university students.
- ◆ Successfully facilitated support staff for Kings College London across a 5-week period with an attendance of 3,000 students per day.

### Communication

- ◆ Provided clear, accurate, and timely information to film crew for location shooting.
- ◆ Supported the management of workflow to the policy team within Te Puni Kōkiri – Ministry of Māori Development.
- ◆ Effectively resolved client queries electronically and in person with Berkbeck University, and King's College, London.

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## PREVIOUS EMPLOYMENT

### Production Assistant

*Millie Lies Low* | Lies Low Ltd

**Wellington, New Zealand, Nov 2020 – Feb 2021**

- ◆ Successfully coordinated location crew parking, catering, and bookings.
- ◆ Assisted with the running of the production office, call sheets, and production forms.
- ◆ Assisted film crew on location during shooting with equipment.
- ◆ On Screen Credit with the film *Millie Lies Low*.

### Production Assistant

*MasterClass with James Cameron* | Tahi Production Services Ltd

**Wellington, New Zealand, Nov 2020 – Feb 2021**

- ◆ Successfully coordinated location crew parking, catering, and bookings.
- ◆ Assisted with the running of the production office, call sheets, and production forms.
- ◆ Trouble shoot enquires before escalating to the Production Coordinator, Production Manager, and the Producer.

## **PREVIOUS EMPLOYMENT CONTINUED**

### **Extras Casting Production Assistant**

*Mr. Corman, Series 1* | AppleTV+, A24 & Quick as a Wink Ltd

**Wellington, New Zealand, Nov 2020 – Feb 2021**

- ◆ Successfully coordinated extras casting, liaising with Agencies for stand-in casting and seeing 100+ people under Alert Level 2 conditions.
- ◆ Assisted coordination of extras during filming days on location, including the appropriate documentations.
- ◆ On Screen Credit with AppleTV+.

### **Policy Analyst**

*Te Puni Kōkiri, Ministry of Māori Development*

**Wellington, New Zealand, Sep 2019 – Jul 2020**

- ◆ Reviewed Agency consultations, including drafting memos and Ministry consultations.
- ◆ Coordinated workflow from the Office of the Deputy Chief Executive to the principle, senior and junior analyst.
- ◆ Coordinated travel, accommodation, and catering for hui across New Zealand in the Māori Media Sector.
- ◆ Managed and assisted the receipts of invoices and procurement contracts.

### **Academic Services Coordinator (Examinations)**

*King's College London*

**London, United Kingdom, Apr 2019 – Jul 2019**

- ◆ Coordinated support staff at the Kensington Olympia Event Venue. This included five consecutive weeks with 50 staff and 3,000 students per day.
- ◆ Assisted in troubleshooting during the examination period including missing examination scripts, examination misconducts, and irregularity issues with university students.

### **Junior Researcher**

*Interior Design Masters, Series 1* | Netflix & BBC2, DSP TV (EndemolShineGroupUK)

**London, United Kingdom, May 2018 – Oct 2018**

- ◆ Chaperoned cast, crew, talent, and kit during location filming.
- ◆ Assisted Directors and Producer/Directors on location, including shadowing, set up of film kit, and live logging.
- ◆ Effectively communicated cast storylines for individual episodes in editorial meetings.
- ◆ Assisted in the management of the float, receipts, and release forms for cast and crew.
- ◆ On Screen Credit with Netflix.

### **Postgraduate Administrator**

*Birkbeck, University of London*

**London, United Kingdom, Sep 2017 – Mar 2018**

- ◆ Managed online news articles and portfolios for both academic staff of the department, and PhD student candidates.
- ◆ Effectively communicated programme requirements and regulations to students.
- ◆ Liaised with academic staff and accurately assessed postgraduate applications for the department.

### **Student Academic Advisor**

*The University of Auckland*

**Auckland, New Zealand, May 2016 – Jun 2017**

- ◆ Provided in-house tours of up to 10 students to promote the faculty, including assisting with the university recruitment events.
- ◆ Effectively communicated the programme requirements and regulations to prospectus students and parents.
- ◆ Liaised with academic staff to accurately assess applications for the Schools of Fine Arts, Dance, and Urban Design.

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## **OTHER EMPLOYMENT**

**London, United Kingdom, Apr 2018 – Mar 2019**

**Runner** | *eTORO Ticket Surprise – Tottenham Hotspurs* | Spirit Digital Media

**Location Assistant** | *Outside, a film by Romola Garai* | Outside Movie Company Ltd

**Runner** | *Tesco* | Trigger Buzz Productions

**Runner** | *British Council, Venice Architecture Biennale 2018* | CultureShock Media

**Runner** | *Saving Lives at Sea, Series 3* | BBC2, Blast Films

## OTHER EMPLOYMENT CONTINUED

**International Student Advisor** | *Unitec Institute of Technology* | Auckland, New Zealand, Aug 2015 – May 2016

**Resident Director** | *International Studies Abroad* | Auckland, New Zealand, Nov 2014 – Jul 2015

**Māori Pasifika Outreach Coordinator** | *Victoria University of Wellington* | Wellington, New Zealand, Feb 2014 – Oct 2014

**Māori Learning Advisor** | *Victoria University of Wellington* | Wellington, New Zealand, Jan 2013 – Dec 2013

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## CREATIVE WORK

### **Creative Writing Wānanga Coordinator and Facilitator (paid)**

**Nov 2022** | Māoriland Hub | Ōtaki, New Zealand

- ◆ Developed a series of creative writing wānanga aimed towards rangatahi in Year 7 and 8 to help encourage them to find their writing voice.
- ◆ Facilitated and presented several creative writing wānanga at Māoriland Hub in Ōtaki to rangatahi in Year 7 and 8.

### **Published Author (paid)**

**Apr 2021 – Oct 2021** | Ōtaki, New Zealand

- ◆ Contributed to primary school and secondary school texts for publication in 2022 and 2023.
- ◆ Author of the short story *Whakawhiti kōrero* for the anthology *Between You & Me: Culture in Context* in Aotearoa.
- ◆ Author of the short story *Te Toanga Hāereere* for the anthology *Connected Culture and Histories*, which was translated into te reo Māori for Kura Kaupapa Māori.

### **Creative Writing Wānanga Facilitator (paid)**

**Nov 11 and 25 2020** | Te Aka ki Hato Pāora: Creative Writing Wānanga | Victoria University of Wellington | Wellington, New Zealand

- ◆ Facilitated a pilot programme to encourage more Māori students in Year 9 and 10 to find their voice through writing.
- ◆ Presented a creative writing wānanga to Year 9 and 10 students interested in the speculative fiction genre.

### **Co-Camera Operator (non-paid)**

**Jun 2020** | Poetry Film Workshop | Wellington, New Zealand

- ◆ Collaborated on a poetry film during the Covid-19 pandemic lockdown, which screened at the Wairoa Māori Film festival (Wairoa, NZ), Zebra international Poetry Film festival (Berlin, Germany), O’Bheal Poetry Film Festival (Cork, Ireland), Hawai’i film festival (Hawai’I, USA), and Māori Land Festival 2021 (Ōtaki, NZ).
- ◆ The poetry film, *Noho Mai*, winner of the O’Bheal Poetry Film Festival (Cork, Ireland) 2020.

### **Co-Artists Activator (paid)**

**Jun 28 – 30 2019** | Interisland Collective | Musee du Quai Branly, Paris, France

- ◆ Collaborated with a team of artists to produce activations to honour and connect with Pacific taonga at the Musee du Quai Branly, Paris, France.
- ◆ Successfully completed the brief of the Musee du Quai Branly to invite and guide manuhiri along the journey with the artists.
- ◆ Co-facilitated an artistic activation exercise (the understanding of “hongī”) with 150-200 museum guests, sharing the mātauranga of hongī and the story behind it.

### **Kapahaka Performer – multiple events (funded)**

**Oct 2017 – May 2019** | Ngāti Rānana, London, United Kingdom

- ◆ Successfully performed kapa haka events across the United Kingdom and Europe in support of the New Zealand High Commission.
  - ◆ Performed waiata in Westminster Abbey, London for Commonwealth Day 2018, and performed in Nieuwpoort, Belgium for the 100<sup>th</sup> Year Armistice of World War I.
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## EDUCATION

Te Wānanga o Raukawa (continuing)

- ◆ Poutuarongo Reo – 2023
  - Bachelor in te reo Māori

Te Wānanga o Raukawa

- ◆ Heke Poutuarongo Reo – 2021 / 2022
  - Diploma in te reo Māori

Victoria University of Wellington

- ◆ Certificate of Proficiency – Semester 2, 2020
  - Māori & Pasifika Creative Writing Workshop, International Institute of Modern Letters (IIML)

Victoria University of Wellington

- ◆ Bachelor of Arts – 2010 / 2012
  - English Literature