

JOB DESCRIPTION

Poutoko Tīnana - Ō Muri | Senior Technical & Venue Manager

Title:	Poutoko Tīnana - Ō Muri
Place of work:	Te Pou Theatre, Corbans Estate Arts Centre
Hours:	40 Hours <i>Due to the nature of the theatre, evening, weekend and public holiday work is required</i>
Term	6 months fixed Term Contract Mid Jan-Mid July 2024
Remuneration:	\$80,000 - \$85,000 per annum pro-rata based on experience
KEY RELATIONSHIPS	
Reports to:	Poutoko Hinengaro
Works closely with:	Poutoko Tīnana - Ō Mua, Producers, Artists, Venue Hirers.
Supervises:	2x Teina Venue Technicians in Training. Casual Venue Technicians (on a case by case basis)
Key clients/stakeholders:	Artists / Venue Hirers using the venue
JOB PURPOSE	
<p>To ensure that the physical venue is cared for in the area of technical theatre management and to ensure venue users are appropriately cared for and supervised while at Te Pou Theatre. To ensure that Te Pou fulfils its legal and moral health and safety obligations and that the use of the spaces and equipment at Te Pou is safe and respectful. To ensure that Te Pou Theatre's technical assets, services and venue itself are delivered in an efficient, safe, and cost-effective way for all incoming users and in line with Te Pou Theatre's kaupapa and values.</p> <p>This is a senior Technician and Venue Manager role which comes at an exciting time in Te Pou Theatre's story. Te Pou Theatre's newly reopened whare has been running for nearly one year. his Technician and Venue Manager role will help manage the running of the theatre, fine tuning systems and processes to ensure efficiency in the way we manage the venue. As part of this role, there is a unique opportunity to train, mentor and support two teina Venue Technicians to learn and upskill in technical venue management. This upskilling component is specifically funded by Manatū Taonga: Ministry of Culture & Heritage and intended to support the wider performing arts sector by training more skilled venue technicians. Best practice leadership and role modelling will be highly valued in this role, as well as a desire and passion for sharing knowledge and empowering young people through teaching in an applied learning context and with a kaupapa Māori performing arts venue.</p>	

ESSENTIAL SKILL SET/EXPERIENCE	
Previous experience/education	<ul style="list-style-type: none"> • At least 3 years technical experience in a conference, events or performance role
Skills required (e.g. technical knowledge, physical and/or legal requirements)	<ul style="list-style-type: none"> • A passion for theatre and the Performing Arts. • Interest in Te Ao Māori and tikanga Māori • Thorough working and practical knowledge of theatre production and processes • Proven experience in Audio / Video/ Lighting / Mechanical / Staging, as well as Theatre production skills • Production and time management skills • A high level of competency with technical operations software and hardware • Ability to work as part of a small team and with diverse groups of people. • Computer literate and competent in Outlook, Excel, Word, as well as other software and platforms relevant to the position • Establish and maintain effective working relationships with representatives of various groups, suppliers, co-workers, and venue users and others; • A responsible and self-motivated work ethic • The ability to actively listen to venue users aspirations to achieve with their performance and quickly identify and articulate options and delivery solutions • A passion for sharing knowledge, supporting and training

DUTIES & RESPONSIBILITIES	
KEY AREA OF RESPONSIBILITY	ACTIVITY
<p>Venue and Equipment</p>	<ul style="list-style-type: none"> ● Management of all performance spaces. Ensuring any and all pre-show/post-show tasks and checks are completed. ● Assisting with the resolution of technical issues should any arise ● Ensuring (either through direct action or delegation) that performance spaces are cleaned before and after performances. ● Ensuring that any technical storage areas are organised appropriately and kept clean and tidy at all times. ● Performing maintenance tasks where possible and arranging for other maintenance tasks in the venue, and of technical equipment with approval of Poutoko Hinengaro. ● Develop and maintain an inventory of all equipment ● Develop a handbook for Venue Technicians and technical staff at Te Pou Theatre ● Report to Poutoko Matua improvement suggestions for technical and venue management ● Ensuring the changeovers from one booking to another are completed in an efficient and cost effective manner ● Keeping track across the whare of technical equipment including sound, lighting, & AV equipment, rostrums, chairs etc to ensure requirements are met ● Assist with the timely updating of the venue and technical equipment plans and lists that are made available by users ● Support with the planning and staffing for maintenance relating to the performance spaces and equipment.

<p>Venue Supervision</p>	<ul style="list-style-type: none"> • Preparing and populating the roster for crew to ensure that the appropriate levels of staffing is organised for each event with clear roles and responsibilities communicated • Supervising the use of the performance and backstage areas at Te Pou and the correct use of technical inventory. • Ensuring that all performers and crew are performing their tasks in a manner that is safe and responsible • Ensuring, either through direct action or delegation, that artists keep communal backstage areas clean and tidy • Ensuring that all performers and crew are respectful in their use of the shared backstage space
<p>Teina Technicians (entry level)</p>	<ul style="list-style-type: none"> • Oversee the upskilling of two teina (entry level) technicians by providing mentorship, guidance and development into the role of back stage crewing and understanding of Venue Technician's role • Provide time to teach and upskill two teina through practical and applied learning (this includes shadowing work) • Identify, plan and book relevant professional development and training workshops as identified and required
<p>Health and Safety</p>	<ul style="list-style-type: none"> • Meet venue users to discuss Health & Safety, ensure venue users submit Event Health and Safety documentation at least two weeks prior to their event, ensure all Event Risk Assessments comply with statutory requirements and Te Pou health and safety practices. File all documentation and report to Poutoko Hinengaro • This role is responsible for working with the Te Pou Theatre to ensure the Health and Safety policy is adhered to by the technical team and incoming companies and hirers • To promote and practice relevant health and safety and fire safety standards (in accordance with the health and safety policy at Te Pou Theatre).

	<ul style="list-style-type: none"> • Carrying out any and all daily Health and Safety checks and reporting any incidents
<p>Communications</p>	<ul style="list-style-type: none"> • Manage venue reces and/or scoping meetings with venue users to identify what room layout, technical equipment and staff are required. • Prepare clear and precise paperwork including schedules, rosters, changeover notes, seating, rigging, masking, and floor plans to enable the Venue Technicians and technical crew to complete their jobs efficiently, safely, within time allocations and to the required venue user standard. • Attending whakatau with all hirers and overseeing Pack ins
<p>Tracking & Reporting</p>	<ul style="list-style-type: none"> • Track and report of usage hours and shift times across the whare, ensuring efficiencies • Attend monthly management team meetings and represent taha Tīnana to ensure the smooth running of the venue, its viability and growth.
<p>Culture</p>	<ul style="list-style-type: none"> • Maintaining open, honest and respectful communication with all people using the space as well as Te Pou whānau • Leading by example and maintaining a high degree of professionalism at all times in order to represent Te Pou Theatre in a way that enhances its reputation by association • Being calm under pressure and with an ability to creatively solve problems with limited resources or tight timelines • Responding to all staff communications in a timely fashion and actively utilising team communication and project management tools. • Attending all necessary meetings in order to fully carry out the tasks and responsibilities to fulfil the objectives of the position. • To carry out all duties in a manner consistent with Te Pou Theatre's purpose, mission and values.

ABOUT TE POU THEATRE

Our Wawata

Is that tikanga Māori led performing arts transforms the theatre sector in Aotearoa and the world, leading to mana enhancing experiences for all

Our Kaupapa

Is to provide mana enhancing experiences through tikanga Māori led, collective approaches to performing arts.

Our Whāinga

- To create and sustain a programme of storytelling
- To create and sustain a Māori led performing arts venue
- To build capability among young people
- To support and encourage the growth and development of the Auckland Māori performing arts sector
- To support and encourage an inclusive performing arts sector
- To increase Māori community engagement with the performing arts
- To increase diverse community engagement with the performing arts
- To support the reclamation and revitalisation of Te Reo Māori through the performing arts
- To increase awareness of a kaupapa Māori framework for arts management.

Our Values

Manaakitanga

Encouraging people's mana is at the core of everything we do – from welcoming and caring for our guests and partners, to identifying ways we can support, offer guidance, up skill and learn from others

Courageous Ingenuity

We take a leadership role, with others, to grow and strengthen the wider sector. As part of this we know there are times we need to question accepted norms, and take measured risk and take an entrepreneurial approach to continually adding value. In everything we are focused on being clear about the kaupapa, the 'WHY' of what we do

Whanaungantaga

We actively encourage and promote the connections and collective values of whānau within all our relationships. We create a safe environment where people can be free to explore and develop their art.

Doing it right

We are professional and make sure we use the right systems, and that we plan, prioritise – and stop when we need to.

Keep it light

We take time, make time, find time to stay connected to ngā puna and ngā tangata which feed us – and remind others who we work with how important this is

Tohungatanga

We aspire for the highest quality in everything we do, and value the expertise of people within and without our organisation

Āhurutanga

We draw on ngā tikanga o te haukāinga to be a safe haven for ngā toi Māori arts practitioners, and all communities to feel included and welcomed to our Whare.