



POSITION DESCRIPTION

Technical Manager

Reports to:	Show Producer
Department:	Production
About WOW:	<p>WOW is the world's leading wearable art experience, and encompasses a renowned international wearable art competition, Aotearoa's single largest theatrical production staged in Wellington annually and exhibition activity both within New Zealand and overseas.</p> <p>As a platform for artists our focus is on nurturing creativity and our brand promise is that you will enter a world like no other.</p>
Position Purpose:	<p>Manage delivery of all technical requirements for the production through to and including pack out from the venue and storage or disposal of all show components as agreed with the Show Producer.</p> <p>To provide timely advice to the Show Producer and Creative Team on budget costings, materials and supplier selection, crewing levels and staff selection. To also provide production and rehearsal schedules that meet the objectives of successfully executing a production programme that meets all technical and artistic aspects of the show according to the storyboard, and to ensure that all safety, timing, budget and communication requirements are met.</p>
Key Working Relationships:	
Internal	Show Producer, Show Director, Executive Creative Director, WOW management Team, Production Team, Creative Team, WOW Wardrobe Team, Show Contractors
External	Suppliers, Venue Operators
Location:	This position is based in Wellington
Financial Authority:	Responsibility for agreed budget delegation and specified by Show Producer
Direct Reports:	Variable depending on the number of cast, crew and suppliers required

Responsibilities:

1. Management of the Production (which includes but not limited to:
 - a) AV, Props, Lighting, Sound, crew and suppliers).
 - b) Relationship Management with Suppliers to ensure budget efficiencies and delivery of service is met.
 - c) Report to the Show Producer on a monthly basis, providing updates on the progress of production issues and forecast expenditure.
 - d) Get all suppliers to provide quotes for expenditure above \$TBA and these will be signed off by Show Producer before acceptance of quoted expenditure.
 - e) All production staff will be contracted by the Show Producer in consultation with the Technical Manager.
 - f) Manage delivery of all technical requirements for the production through to and including pack out from the venue and storage or disposal of all show components as agreed with the Show Producer and managing the necessary freighting and container storage required.

2. Management of Staff
 - a. Maintain day-to-day leadership of direct reports and their teams during the build, rehearsal and production period of the show.
 - b. Manage processes and procedures for all staff reporting through to the Technical Manager, including stage management.
 - c. Manage delivery of all technical requirements for the production through to and including pack out from the venue and storage and disposal of all show components as agreed with the Show Producer.

3. Health & Safety
 - a. Working with the Show Producer, ensure that the health and safety policy and procedures, relating to the production of the show, are in line with current legislation and venue requirements.
 - b. Complete a risk assessment report for the show venue, show storyboard and performers in consultation with the Show Producer.

4. Planning
 - a. In collaboration with the Show Producer manage the schedule for production meetings to cover the period prior to rehearsals beginning.
 - b. Develop, in conjunction with the Show Producer, an overall production plan with key dates and deliverables.
 - c. The technical team will be contracted by the Show Producer in consultation with the Technical Manager.
 - d. All suppliers will be contracted by the Show Producer with specifications to contracts being done in consultation with the Technical Manager.

5. Rehearsal & Show Production
 - a. Overall responsibility for implementation of the production programme, including:
 - i. Provision of complete ground plans, production schedule and crew calls;

- ii. Management of the freighting of equipment, including logistics and storage;
 - iii. Manage the logistics of pack in and pack out of venues, including staging and all technical equipment; and
 - iv. Liaise with Stage Management to ensure appropriate technical equipment is provided for rehearsals.
- 6. Post-Production
 - a. Complete a full final report for the Show Producer no later than 2 weeks following the final show, including a comprehensive de-brief of the show, any key operational issues, summary of any budget issues, recommendations for improvement for future shows and an inventory of equipment, props and other show related assets purchased and to be stored in Wellington.
 - b. Future show development: providing technical support to the Show Producer on future shows creative development.
- 7. General
 - a. Attend meetings as required
 - b. Adhere to WOW Health and Safety and Reporting (e.g., AuditZ) procedures

Essential Skills and Experience:

- At least five years' experience in high level production within the arts or closely related cultural and events environment.
- Experience of collaborating with creative teams
- Demonstrable experience managing budgets
- Excellent interpersonal skills
- Able to build and manage positive, effective relationships (internal and external)
- Able to work effectively and efficiently in a high pressure environment
- Able to find creative solutions and problem solve
- A sense of humour and cherry disposition
- Industrious, self-motivating and self-managing working style
- Leadership skills as well as the ability to work well as part of a team
- A passion for arts and entertainment and advantage
- Have knowledge of, or a willingness to develop knowledge of, Te Ao Māori/the Māori world view, tikanga Māori/protocols and customs, te reo Māori/Māori language and Te Tiriti o Waitangi/Treaty of Waitangi