

EXPRESSIONS WHIRINAKI ARTS AND ENTERTAINMENT CENTRE

POSITION DESCRIPTION – EXHIBITIONS AND EVENTS TECHNICIAN

POSITION HOLDER Exhibition and Events Technician

RESPONSIBLE TO Operations Manager

EMPLOYED FOR 32 hours per week
Normal hours 8.30am – 4.30pm (plus an hour lunch) Monday to Thursday but is flexible to encompass occasional extra hours required for exhibition installation weeks and evening and weekend events in the theatre.

POSITION COMMENCES 1 July 2016 or earlier if possible

INTRODUCTION

The Expressions Whirinaki Arts and Entertainment Centre provides cultural, arts and leisure opportunities in the city, based in the Centre. Expressions is the hub for audience engagement and participation in the arts and culture for Upper Hutt with a varied programme of special events, exhibitions, concerts and shows, workshops and education classes for schools, and community activities which vary throughout year. Expressions includes:

- a 200-seat theatrical performance venue – Gillies Group Theatre. The theatre hosts live theatre, comedy, film, dance and music with a dynamic programme ranging from circus acts to classical music, multicultural concerts to ballet showcases and international film. Availability of a first class Steinway concert grand piano funded by the community, has enabled Expressions to host international standard classical and jazz music programmes, which have become a regional draw card and opportunity to showcase the city. Four local dance schools present their end of year production at Expressions and the local theatre groups also present there showcase shows each year
- the public art gallery for the city - Three galleries have a constantly changing programme of exhibitions ranging from the very best New Zealand and international art, to local arts and craft and historical exhibitions. The Mitre 10 Create Gallery has a special focus on interactive experiences and family friendly activities. Expressions tours some of its exhibitions to other venues around New Zealand and is also the home of the Pumpkin Cottage Paintings Collection, a permanent art collection for the city.
- the civic hall event and recreation venue – The Professionals Recreation Hall. The Recreation Hall hosts a wide range of sporting and cultural events as well as conferences, public meetings and weddings..etc
- the Upper Hutt i-SITE. Expressions Whirinaki is also home of the i-SITE Visitor Centre where hosts assist with transport, accommodation or leisure activity enquiries from the community and visitors to Upper Hutt.

The four core elements are serviced by a multi-use foyer where a wide range of events is run including a free once-a-month lunch time concert by students from the NZ School of Music and on the first Sunday of the month 'Sunday Strum' welcomes ukulele players to a free 'strum along' in the foyer. Limelight Café also operates from the Foyer, a café that functions as an attraction in its own right. The Council owns the Expressions Arts and Entertainment Centre, including ancillary equipment. The complex is leased to, and operated by, a Council Controlled Organisation and Charitable Trust established for this purpose; the Expressions Arts and Entertainment Trust. The Trust is charged with managing the facility and with the advancement of, and education in, cultural activities, the arts, recreation, and leisure. The Trust operates the facilities for the benefit of the city under a three year term Funding and Performance Agreement.

POSITION PURPOSE

- To undertake, with the Curator, the installation of exhibitions at Expressions Whirinaki Arts and Entertainment Centre, to time and to budget and in accordance with current museum practice.
- Install audio visual and digital presentations within the galleries and the theatre as required.
- Build and construct artwork supports, cabinets, mounts and lifts as required for the display of artworks, as appropriate.
- Maintain gallery presentation include maintenance and painting of walls in between exhibitions, lighting of exhibitions and overseeing security of works throughout exhibition periods.
- Co-ordinate the packing and freight of inward and outwards exhibitions and the collection and delivery of artworks as required.
- Co-ordinate temporary installation contractors in conjunction with the Curator.
- Support events in the theatre and throughout the Centre as supervised by the Operations Manager. This will include assisting in the technical mounting and running of shows and presentations in the theatre including the installation and operation of lighting, rigging, staging and sound equipment.
- Undertake venue maintenance duties as directed.

KEY RESULT AREAS KEY TASKS AND ACCOUNTABILITIES

PERFORMANCE MEASURES

1. Technical

To install and maintain (in consultation with other staff) exhibitions at Expressions Whirinaki Arts and Entertainment Centre. This will include handling artworks, install digital and audio presentation, lighting and building display requirements. This is approx. 50% of the role across the year.

All exhibitions are installed effectively, on time and in budget achieving desired purpose and delivered to a high standard. (approx. 15 exhibitions per year).

To provide assist with technical delivery of events in the theatre and other parts of the Centre under the supervision and guidance of The Operations Manager when required. This is approx. 50% of the role across the year.

Support is provided for technical operations in the Theatre and throughout the Centre. (approx. 10 hours per week, outside of exhibition install periods).

Health and Safety processes and procedures are adhered to.

Current Museum Standards are adhered to and Guide to Safe Working Practices in New Zealand theatre and Entertainment Industry is followed.

2. Self-Management and Organisation

Plans and manages own workload in consultation with the Curator and the Operations Manager.

Desired results achieved on time, within budget and to required standard.

Prioritises tasks and manages time and resources to ensure desired results are achieved on time, within budget and to required standard.

Timely, informative and accurate reports and documentation prepared and available.

Maintains high quality documentation and provides accurate and timely plans and reports as required.

Self and team learning is optimised.

Participates in relevant training programmes, coaching and teaching others, and learning from others.

Network established and positive feedback received re relationship.

3. Relationships

Build effective networks and working relationships with key internal and external stakeholders.

Professional and positive image of Trust.

Representing the Trust at external forum, presenting a professional and positive image of the organisation.

Feedback from customers is that service exceeds expectations.

Ensure service delivery meets and exceeds customer expectations.

Feedback from customers is that service exceeds expectations.

4. Other

Attend Expressions Whirinaki events.
Fulfil other duties as allocated by the Director

PERSON SPECIFICATION:

Skills, experience and qualities required for this role:

- Strong practical skills and technical expertise and experiences in exhibition delivery and maintenance
- Experience and skills working and handling and moving museum collection and art objects
- Strong practical experience in audio visual, digital presentations and lighting both the gallery setting and theatre environments
- Ability to build and construct display items as required
- Lighting the exhibitions in the galleries, and maintain lighting through the exhibition period
- Ability to paint our galleries in between each exhibitions
- A methodical and resourceful person with a mechanical aptitude and a creative working style.
- Museum or public art gallery experience (desirable)
- A background or understanding in technical requirements in live theatre
- The ability to manage resources efficiently, including flexibility of hours cross both the gallery and theatre
- a high level of physical fitness and health
- pride in their honesty, integrity, reliability, and work ethics
- Full and current drivers licence: some small amount of travel may be required.
- Ability to work within a small close knit team with a can do attitude
- Flexibility in working hours during installation weeks and for after hour events in the theatre.
- Computer skills – Word, Excel, internet applications.
- Positive and flexible attitude.

Core Competencies –

- Commitment and accountability.
- Applying professional expertise/Creativity & Innovation. Maintains currency and applies knowledge/skills/best practice/new technology/cultural and arts sector trends for the benefit of the position and the Trust.
- Customer focus. Demonstrates commitment to internal (colleagues) and external customers (visitors and stakeholder) by actively listening and clearly identifying their needs. Responds promptly to their needs, goes the extra mile, keeps them informed of progress and follows up. Seeks feedback from customers and acts on it (e.g. follow up/refer on, identify and action service improvements).
- Communicating effectively. Conveys information clearly and concisely in a style and/or method of delivery which best meets the needs of the people receiving the message.
- Working together/ Teamwork. Develops cooperative and supportive relationships with colleagues. Values, respects and consults team members and acknowledges their contribution. Builds enthusiasm throughout projects and encourages others to do the same.
- Takes responsibility for own performance and development. (Prepares, participates, sets high standards, follows through, and is receptive to feedback).
- Effectively handles conflicting and changing priorities. Is organized and manages time well.
- Displays professionalism, integrity, honesty and commitment to the Trust's vision and goals.

SALARY

On application

There is no provision for payment of any hours worked over and above 32 hours per week, but these hours can be taken as time off in lieu.