

# Kaiwhakarite Hanga Hōtaka |

## Technical Production Coordinator

### Our purpose

Working together with and for Wellington to create remarkable experiences that generate vitality, strengthening the city we love.

### Our vision

Engaged, curious communities.

To learn more about Experience Wellington visit [experiencewellington.org.nz](http://experiencewellington.org.nz)

### Role details

<b>Group</b>	Children, Young People & Community Engagement	<b>Direct reports accountability</b>	Nil.
<b>Reports to</b>	Manager / Producer LIVE	<b>Financial accountability</b>	Refer financial delegations policy
<b>Location</b>	Wellington	<b>Special Requirements</b>	Ability to work flexible hours to support the delivery of evening and weekend programmes and events. Current driver licence and the ability to drive a manual.

### Work focus

#### Purpose and outcome

The Production Coordinator is a critical role working closely with the LIVE team including the Manager / Producer LIVE, and contractors / other employees in Stage Management and Tour Management to

ensure all production aspects of Capital E's National Theatre for Children productions are achieved within budget, within schedule and to an excellent professional and safe standard.

### **Working successfully as a collective**

As a member of the Experience Wellington team, you understand our strategy and expertly explore ways to operationalise strategy in the daily mahi of the group. As an overarching requirement you keep a sharp eye on ensuring we bring a Māori dimension to our experiences and ensure the wellbeing, health and safety of our people and visitors alike through a zero-harm culture.

### **Scope and context of what you'll do**

The Production Coordinator is a key role that ensures all technical and production elements for Capital E's production are managed effectively to ensure the professional delivery of the production. A key part of the role is to coordinate both financial and non-financial resources, including contractors / other employees to achieve the best results for the LIVE team, the Children, Young People and Community Engagement Group and Experience Wellington.

You will bring an eye for detail, regularly reviewing and improving the systems and practices of the LIVE team, in line with the relevant policies and procedures, while encouraging innovation and creativity. Formal feedback from staff, colleagues and the audience will confirm output delivery is innovative and creative and quality is achieved through to a professional standard and financial performance is monitored and budgets are met or improved.

Initiate discussions on the production requirements and needs with the Creative team (i.e. working with the Designers to bring all design, set, props, puppets and costume elements together for the start of rehearsals).

Assist the Associate Producer prepare and monitor a comprehensive rehearsal schedule in close collaboration with the Director and Stage Manager, to ensure smooth and timely rehearsals, transport to and from rehearsals (if outside of Wellington City), and pack in and pack outs of the production.

Monitor assigned production budgets and provide quotes for the Manager / Producer LIVE where necessary.

Ensure Health and Safety planning, including risk management and mitigation is complete for all live performances. You will be the key connector for communicating technical and safety information with the venues and facilities; and manage the crew resources necessary to effectively deliver our programmed productions.

The maintenance and tidiness of Capital E's storage facility, Jardin Mile, is your responsibility, ensuring all equipment is tagged and tested and safe for use. You will assist the Stage and Tour Manager to fully instruct all contractors / other employees on the safe use of all equipment associated with the production.

You will be responsible for all logistics coordinating vehicles and venues: ensuring our contractors / other employees are briefed on all health and safety processes in each venue; ensuring all vehicles are maintained and have the required RUCs and WOF; book transport and keeping track of all required paperwork for Health and Safety such as Truck Driving Logs and any incident forms; and work with the Stage and Tour Manager to solve any incidents to reduce the probability of those incidents occurring again.

Provide day to day supervision to contractors / other employees so that they strive for excellence particularly:

- All contractors / other employees have a contract that sets out the outputs to be delivered, and the performance expectations for day-to-day implementation is well communicated and understood.
- Performance issues are effectively communicated.
- Contractors / other employees work effectively as a team and achieve required outcomes.

### Key relationships

<b>Internal</b>	<p>Key relationships you have are with those delivering the following services:</p> <ul style="list-style-type: none"> <li>• Work closely with the Tour Manager and Stage Manager for each production</li> <li>• Oversee and work with Live Performance contractors / other employees and crew</li> <li>• Supervise contracted staff as required, including close support and preparation of the touring teams during induction</li> <li>• Work in a collaborative and collegial manner with marketing and audience booking personnel</li> </ul>
<b>External</b>	<p>You will develop and maintain positive relationships with individuals, groups and organisations relevant to the work of the LIVE team including:</p> <ul style="list-style-type: none"> <li>• other theatre organisations, and</li> <li>• Contractors / other employees and suppliers</li> </ul>

## Qualifications and Knowledge

In addition to the skill requirements outlined in the next section the following experience is specifically required for this position:

### Experience and general skills

- Sound knowledge and/or tertiary qualifications in production management for Theatre
- Operating knowledge of and experience working with in theatre spaces
- An effective people person, good communicator
- Energy, creativity, and resourcefulness
- A commitment to collaboration and teamwork
- Effective written and oral communication skills
- Proficient project coordination and organisational skills

## Skills – what you must do well

### Cultural perspective

A core strategic pou is to ensure we bring a Māori dimension to everything we do. We are committed to Te Tiriti o Waitangi and support tangata whenua as kaitiaki. We know we are on a journey to build our competency and confidence to engage appropriately in this context. Experience Wellington provides the supportive environment to grow capability and you bring willingness and commitment to apply what you learn.

## Character

<b>Honest &amp; open</b>	Willing to be open and confident to share views; sees the benefit in raising what may be perceived as difficult conversations, but done constructively in the right setting.
<b>Collaborative</b>	A team player with supportive and kind communication
<b>Curious</b>	Show curiosity, flexibility, and openness in the way you approach your work.
<b>Self-aware &amp; agile</b>	Be aware of your strengths and weaknesses, looking for ways to improve skills and adapt approach; take the time to understand different perspectives; adapt well in a changing environment.
<b>Resilient</b>	Show composure, grit, and a sense of perspective when the going gets tough.

## Capabilities and expectations

We've provided examples of what we expect of you so that you contribute to Experience Wellington's delivery of our work – mahitahi, talent development, role in the wider sector and strategic direction.

### **Te Whakahaere o te Tuku | Delivery Management | How will we turn what we know into what we do?**

#### **We want you to do things like this:**

1. Reliably and consistently deliver work to a successful conclusion accurately, and independently. Know when to ask questions or seek clarification.
2. With support, successfully navigate through work that has some degree of ambiguity or requires problem resolution.
3. Understand the context of your work within the wider organisation.
4. With support from others, know how to connect audiences and Māori culture when designing, developing and delivering work
5. Think about diverse communities when developing, shaping and delivering work.
6. Manage your workload juggling priorities and competing demands
7. Pro-actively offer to support others when you see they need assistance – mahitahi.

### **Te Whakahaere ā Parapara | Talent Management | How am I building talent for the future – for Experience Wellington and the arts and culture sector?**

#### **We want you to do things like this:**

1. Build your confidence and capability in te reo, tikanga and Te Tiriti o Waitangi
2. Take responsibility for meeting agreed personal and team delivery and development commitments
3. Develop and improve your own performance, and work collaboratively with others to improve team performance
4. Contribute to a positive team culture and safe work environment
5. Take every opportunity to learn, and be ready to learn from others

## **Te Mana o te Tikanga | Systems Leadership | How do we together build for a better Wellington?**

### **We want you to do things like this:**

1. Build and maintain connections with key people across the organisation and externally in the course of your work.
2. Know how to put the audience at the centre of our work.
3. Participate constructively in the development of ways to improve our work in the context of the whole organisation.
4. Keep up with latest practices and developments in your field of work—use them, share them, and suggest adopting those that could improve the way we do things.
5. Adopt wellbeing, health and safety practices in everything we do, every day.

## **Mana Rautaki | Strategic Leadership | Where are we going? And how do we get there?**

### **We want you to do things like this:**

1. Understand the strategic context for your work, the team's work, and how it connects more broadly across the organisation.
2. Participate constructively in discussions about strategic direction and the team's plan in relation to Experience Wellington's direction.
3. Be able to discuss credibly with other people within Experience Wellington how your work is connected to the strategic direction.