



POSITION DESCRIPTION AUCKLAND FESTIVAL TRUST

Position: Technical Manager

Reporting to: Chief Executive

Description

The Technical Manager shall be responsible for the technical requirements for the Auckland Arts Festival 2017 and the Auckland Festival Trust.

Term

The position is full time and fixed term, until late April 2017.

Key Relationships

Internal

- Chief Executive
- Artistic Director
- Business & Finance Director
- Head of Programming
- Ticketing Manager
- Marketing & Development Director
- Other Festival Staff

External

Festival Artists and Artists' Agents
Presenting and producing partners
Entertainment and arts industry partners
Festival Venues
Festival Suppliers

Key Responsibilities

The Technical Manager shall be responsible for the following activities:

- Technical management of the Auckland Arts Festival 2017 programme, including staging, sound, lighting, freight and the delivery of these with visiting companies and suppliers
- Liaison with the companies over all freight and technical requirements for the Festival.
- Developing of a comprehensive critical path for all technical activities
- Working with the Head of Programming, and in consultation with Artistic Director, to create comprehensive technical, artist and logistics schedules
- Liaising and working with wide range of existing and temporary venues, venue management and staff, to coordinate and deliver venue and technical requirements.
- Overseeing planning and site logistics for outdoor venues and activities
- Supporting Artist liaison as required
- Working with the Chief Executive and Business & Finance Director to develop and manage the Festival's Health and Safety Plan and ensure the Festival meets all Health and Safety requirements and operates in a risk free environment
- Undertaking such other duties and responsibilities as may be required by the Chief Executive, including other events that the Trust may stage.

Financial

- Report to the Chief Executive on all matters pertaining to the technical budget.
- Build, monitor and manage technical budgets in consultation with the Chief Executive and Business & Finance Manager, ensuring budgets are kept within limits agreed with the Chief Executive
- Maintain an accurate record of technical budget expenditure, invoiced and paid
- Ensure all technical expenditure is signed off and approved by the delegated authority.

Staffing

- Lead and manage technical HODs including those already committed to for 2017 Festival
- Recruit and manage technical staff in consultation with the Chief Executive and in line with Festival policies and current employment legislation
- Issue employment agreements in advance of any technical staff commencing work and ensure they are engaged on terms (including remuneration bands) to be approved previously by the Chief Executive.

External relationships

- Maintain effective working relationships with other international and national arts festivals, Auckland Council and other arts organisations, producers and venues as required.
- Establish agreements with suppliers in consultation with the Chief Executive.
- Work with the Chief Executive to oversee, negotiate and manage all regulatory requirements with local authorities and associated providers related to the staging of Festival events including resource consents, building permits, road closures and use of public spaces.

Marketing support

- Build ticketing venue plans in consultation with the Ticketing Manager and other relevant staff, and liaise with venues regarding these.
- Work with the Marketing & Development Director to plan and install indoor and outdoor venue related signage, including digital.
- Provide information to assist the Chief Executive and relevant staff with the preparation of grant and sponsorship applications and acquittal reports.
- Work with Development Manager to deliver venue specific sponsorship requirements

Reporting

- Attend management meetings when and as required
- Provide the Chief Executive and Artistic Director with regular briefings on developments and progress in all areas of responsibility, and keep them fully informed of any significant issues which may affect the Festival's activities
- Provide the Chief Executive on completion of the 2017 Festival with a comprehensive report covering all areas of responsibility.

APPLICATIONS

Applications should be emailed to shona.roberts@aaf.co.nz or mailed to the Auckland Festival Trust, PO Box 5419, Wellesley Street, Auckland 1141 by 21 April 2016.