
JOB DESCRIPTION

Position:	Production Manager – Te Tairāwhiti Arts Festival
Reporting to:	Festival Director
Location:	Tūranga/Gisborne
Tenure:	Fixed Term/ Full-Time

Background

Te Tairāwhiti Arts Festival is a regional arts festival that will have its inaugural festival Oct 4 – 20 in 2019. Centred in Tūranga-nui-ā-Kiwa/ Gisborne, the festival will span the Tairāwhiti region across multiple artforms and venues as a mixture of free and paid events.

Purpose of the Role

Reporting to the Festival Director, the Production Manager will manage the overall production and technical delivery of the 2019 Te Tairāwhiti Arts Festival. This is a senior role and calls for an experienced and highly competent candidate with a minimum of 5-10 years experience in the arts and/or events industry.

Responsibilities

1. Production/ Technical

- Technical management of the Festival programme, including staging, sound, lighting, freight and delivery of these with companies and suppliers
- Liaison with the companies over all freight and technical requirements for the Festival.
- Develop and deliver a clear timeline and critical path for all technical requirements of the Festival
- Work with the Festival Director and Festival team in the creation of production and technical schedules
- Liasing and working with a 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
- Oversee the creation of a Health and Safety plan to ensure the Festival meets Health and Safety Requirements and operates in a risk free environment.

2. Financial

- Report to the Festival Director on matters pertaining to the technical budget
- Build, monitor and manager technical budgets in consultation with the Festival Director ensuring budgets are kept within limits agreed with the Festival Director
- Maintain an accurate record of technical budget expenditure, invoiced and paid

- Ensure all technical expenditure is signed off and approved by the delegated authority

3. Staffing

- Work with the Festival Director in recruitment, appointment and management of Technical staff where required and in line with the Festival policies and current employment legislation
- Issue Employment agreements in advance of any technical staff commencing work and ensure they are engaged on terms to be approved previously by the Festival Director

4. External Relationships

- Work with local/ national and international artists, suppliers, providers and companies as part of the Festival team
- Where necessary liaise with Gisborne District Council and relevant authorities on consents and licensing

5. Other responsibilities

- Work with staff to deliver pōwhiri for guests and artists.
- Attend regular weekly programming meetings.
- Undertake other duties as required and as is reasonable within the frame of the contract.
- Write a report at the completion of contract.

Relationships

The Production Manager will work with:

- The Festival Director
- The Programme Manager
- The Programme Coordinator
- The Marketing and Communications Manager
- The Festival Publicist
- The General Manager
- Other members of the programming team
- Other staff

And where required will liaise and work closely with:

- Artists and arts organisations
- Accommodation/ Travel Providers
- Gisborne District Council
- Iwi
- Community organisations
- Ticketing Agencies
- Creative New Zealand