



Job description

Title	Technical Operations Coordinator
Number	2VE218
Group	Community Services
Division	Venues & Events
Reports to	Technical & Operations Manager
Direct reports	N/A
Date	09/03/2022

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to deliver efficient and effective technical services and ensure the timely maintenance and upkeep of all technical equipment.

Key outcomes

Production services are delivered to a high standard that meets the event plan and client's creative vision.	<ul style="list-style-type: none">• Clients are able to achieve realistic vision of their event through creative solutions that meet or exceed their expectations.• Set up and operate technical services as requested, providing creative and specialist technical advice to client to meet or exceed their expectations.• Problems or potential issues arising from the tech riders or events are identified, managed, and communicated in a timely manner.• Casual and contractor staff know what they need to be doing, what time frames they
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	<p>have to complete and are performing the task safely.</p> <ul style="list-style-type: none"> • Show reports are accurate and timely.
The Technical Operations Management is run efficiently.	<ul style="list-style-type: none"> • Training to include venue specific and industry standard training aligning with the NZQA industry qualification and the ETNZ Guide to Safe working practices. • Technical Theatre work experience and training opportunities for students and community volunteers are developed with the intention of up skilling local clients and building the casual pool. • Plan for upcoming events in coordination with the Technical Production Coordinator and continually monitor and improve systems. • Research new technical solutions to support the Technical Equipment renewals program.
Health & Safety plans are satisfactory and provide all information required.	<ul style="list-style-type: none"> • All personnel working on events complete a Health and Safety and venue induction, including awareness of potential hazards. Customers/contractors are made aware of safety standards and these are adhered to at all times. • All Health & Safety paperwork and the Hazard Register are completed and checked on a regular basis. • Attendance at H & S meetings is consistent and reports at staff meetings are up to date. • Building and equipment hazards and incidents are identified, reported, scored, and monitored according to TCC process.
Ensures the equipment is maintained and repaired efficiently.	<ul style="list-style-type: none"> • Undertakes the Technical asset maintenance programme. • Equipment taken out of service for repair is reported immediately to the Technical Planning Coordinator and the Technical Production Coordinator. Substitute options are found. • Equipment doesn't fail and is safe to use.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
<ul style="list-style-type: none">• Entertainment Technology qualification or 2 + years' experience in a professional theatrical/events/entertainment environment• Competent in the operation of computerised lighting, audio and video control systems, and associated equipment, in an Entertainment Industry environment.• Experience in Health and Safety in an Entertainment Industry context.
Preferred
<ul style="list-style-type: none">• MEWP trained• Height Safety trained

Here to make Tauranga better



WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections