

POSITION DESCRIPTION – EXHIBITION AND EVENT TECHNICIAN

POSITION HOLDER	Exhibition and Event Technician
RESPONSIBLE TO	Operations Manager
EMPLOYED FOR	24 hours per week Flexible to encompass extra hours required for exhibition installation weeks and evening and weekend events in the theatre.

POSITION COMMENCES 4 November 2024

INTRODUCTION

Whirinaki Whare Taonga is a vibrant arts centre in Upper Hutt featuring art, culture and history. Five galleries have a constantly changing programme of exhibitions ranging from the best New Zealand and international art to local exhibitions, with a special focus on family friendly experiences. Upstairs in the theatre the spotlight is on theatre, comedy, film, dance and music with a dynamic programme ranging from circus acts to classical music.

Whirinaki is a regionally significant organisation that provides quality cultural/environmental activities that are accessible to everyone in the region. The Centre is open every day 10-4pm and has over 150,000 through its door annually. As one of the more diverse Art Centres in New Zealand the Centre offers truly remarkable exhibitions, bringing the best of New Zealand to the region and the best of the world to New Zealand. Our dynamic exhibitions and events continue to reach wider audiences; our marketing arm has grown with an increased profile, and our performing arts programs have expanded, encouraging innovation, creative thinking and meaningful engagement with visual and performing arts for all ages.

Whirinaki includes:

- a 210-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.
- the public art gallery for the city - Five 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. Whirinaki 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

POSITION PURPOSE

To ensure the technical delivery of museum and art gallery projects including temporary and semi-permanent exhibition displays and spaces. This will include handling artworks, install digital and audio presentation, lighting and building display requirements.

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.

Responsibilities & Deliverables

Provide exhibition and events services

- Work with artists, our Curator and Operations Manager to understand, develop and deliver the vision for exhibitions and events.
- Exhibition installation and de-installation according to agreed timeframes, designs and best practice. This includes building exhibition furniture to design specifications, installing temporary walls, construct artwork supports, cabinets, mounts and lifts, display cases, plinths and other display structures, and interactive housing.
- Install multi-media equipment, lighting and electronic controls, and ensure it is compliant and in working order.
- Support events in the theatre 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

Handle, pack, store and transport artworks and gallery furniture

- Co-ordinate the packing and freight of inward and outwards exhibitions and the collection and delivery of artworks as required.
- Install and deinstall outgoing touring exhibitions, directing staff at host venues and manage the pack-in and pack-out of exhibitions.

Provide construction services

- Construction of bespoke museum object and artwork storage crates and touring exhibition furniture may occasionally be required.
- Paint exhibition walls and furniture and fabricate appropriate museum object and artwork display mounts.

Manage workshop supplies and environment

- Maintain displays, exhibitions, and gallery areas to a high professional standard including lighting of exhibitions and overseeing security of works throughout exhibition periods.
- Undertake venue maintenance duties as directed an any other activity required to assist the organisation in achieving its goals and provide support for the wider team.

Qualifications/Experience

- Technical experience in a museum or gallery environment, or relevant trade. (desirable)
- A sound working knowledge and understanding of the operation and maintenance of workshop machinery and equipment is essential.
- Strong practical experience in audio visual, digital presentations and lighting both the gallery setting and theatre environments.
- Ability to paint our galleries in between each exhibition.
- Experience and skills working and handling and moving museum collection and art objects
- Ability to build and construct display items as required
- Experience handling objects or artworks is an advantage.
- A current NZ driver's licence and forklift licence is desirable.

Capabilities

- An understanding of Te Tiriti o Waitangi and Tikanga Māori.
- Cultural awareness and sensitivity, particularly when handling exhibition objects.
- Self-motivated, highly organised, and excellent time management skills.
- Attention to detail, high degree of initiative and excellent problem-solving skills.
- A good standard of physical fitness.
- Sound spatial awareness with the ability to understand and follow instructions and plans.
- The ability to work safely and autonomously with minimal supervision.
- Understanding of basic electronic circuitry and controls is desirable.
- An understanding of Health and Safety processes and procedures
- Ability to work at heights.
- Flexibility in working hours during installation weeks and for after hour events in the theatre.
- A strong customer focus. Demonstrates commitment to internal (colleagues) and external customers (visitors and stakeholder) by actively listening and clearly identifying their needs.
- Communicates effectively, conveying information clearly and concisely in a style and/or method of delivery which best meets the needs of the people receiving the message.
- Able to work together as a team fostering cooperative and supportive relationships with colleagues, building enthusiasm throughout projects.

Key Relationships:

Director, Operations Manager, Curator, exhibiting artists and community groups, suppliers, other designers and specialists.

SALARY

\$00,000 (FTE)

There is no provision for payment of any hours worked over and above 24 hours per week, but these hours can be taken as Time off in Lieu.

Hours of Work

The job holder will be expected to work the hours necessary to fulfil the obligations of the position to the expected standard. This is anticipated to be up to 24 hours per week.