

NASDA Technician

Position: Permanent; full time 37.5 hours per week
Salary: Grade 4/5 salary range \$35,333 to \$47,030

BACKGROUND INFORMATION

Christchurch Polytechnic Institute of Technology (CPIT), the largest South Island Polytechnic and one of Canterbury's three major tertiary institutions, is located in the centre of Christchurch city with an additional campus in Opawa. Emphasis is on "applied" learning where theoretical education is combined with a hands-on approach – the success of which is born out by the number of employers who prefer CPIT-trained employees.

CPIT welcomes approximately 30,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional or trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi provides a place of belonging for those wanting to engage the Māori world or Te Whare Pāsefika.

Over 1800 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients.

A challenging education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

The National Academy of Singing and Dramatic Art. (NASDA) based at the Madras Street Campus is dedicated to excellence in music theatre training and aims to produce fully integrated performers capable of employment throughout the performing arts industry. The successful performer anywhere in the industry today needs to be versatile and dynamic, with an ability to act, sing, and dance.

NASDA offers a Bachelor of Performing Arts degree which combines these disciplines to produce a highly skilled "triple threat" performer. NASDA staff are highly skilled and experienced professionals who work collaboratively to help each student maximise his or her potential.

PROFILE

The successful applicant will demonstrate the experience/ability to:

- Supervise and manage the technical elements of theatre productions, including the operation of sound and lighting
- Construct and install staging and sets for productions when required
- Effectively manage and monitor the use of the CPIT theatres, workshops, and associated equipment and property
- Assist in the selection and installation of any new equipment
- Supervise students in the necessary skills and processes of stage management
- Communicate effectively with a diversity of people including students, staff and members of the performing arts industries

The successful applicant will ideally have:

- Have a relevant technical qualification and / or have recent, relevant and successful experience in the performing arts
- Have a commitment to ensuring health and safety standards are maintained
- Be knowledgeable about theatre and/or public event staging procedures, techniques and facilities
- Have a proven ability to work cooperatively with others and as part of a team

- Have a strong sense of responsibility and proven planning and organisational skills
- Have initiative
- Have proven problem solving abilities
- Be a competent computer user
- Be self motivated and able to work unsupervised as required
- Have a good understanding of safe work practices
- Have a licence to drive
- Be willing to commit to CPIT's staff profile which encompasses health and safety, bicultural awareness, student focus, international focus, disability awareness and commitment to supporting the delivery of quality tertiary education

RESPONSIBLE TO

- Head of School, School of Music, Languages and Communication

LIASION WITH

- Programme Leader, NASDA
- Programme Leader, CircoArts
- Programme Leader, Jazz
- Ignition team
- Other School technical staff
- Academic staff in performing arts programmes
- School and Faculty administration staff

RESPONSIBLE FOR

Carrying out technician tasks in:

- School of Music, Languages and Communication, with most of this work being related to the NASDA programme

KEY TASKS

Technical

- Supervise and oversee the staging of all productions, including the operation of theatre lighting, sound, video, and other equipment and assets related to performance and support areas
- Ensure rehearsals, classes and productions are held safely and effectively
- Ensure lighting and sound requirements for productions are achieved to a standard as close to a professional theatre as is practicable and affordable
- Ensure that equipment is maintained and kept in good order and that relevant safety standards are met
- Contribute to the training of students in the processes and procedures of theatre as required
- Ensure students who are required to develop stage management and technical skills as part of their learning are adequately informed and supervised to perform their roles safely
- Ensure students who are operating theatre equipment, installing equipment or assisting with technical needs in any way as part of production outcomes are adequately inducted and supervised
- Coordinate lighting and sound design requirements for productions and classes as required
- Coordinate the design, construction and installation of staging and sets for productions and classes as required

- Oversee the general use of the theatre and teaching spaces, including properties and equipment for NASDA
- Liaise regularly with the Head of School, Programme Leader and academic staff on all relevant matters relating to the technical aspects of the NASDA programme
- Respond to general technical related enquiries from students and staff in a customer focussed and supportive manner

Health and Safety

- Maintain all onsite NASDA equipment in a reasonable state of repair, and if necessary, advise on the correct use of equipment to minimise damage
- Make or arrange for repairs to equipment as necessary
- Ensure all electrical equipment is in good repair and meets all compliance requirements
- Carry out an annual safety audit of all equipment
- Assist in the selection and installation of new equipment as required
- Seek to introduce innovation wherever possible to improve efficiency, safety and educational effectiveness and to ensure the programme is operating to appropriate professional standards
- Keep the 'Health and Safety Register' up to date
- Keep the First Aid Kits stocked
- Maintain health and safety standards in NASDA, working in accordance with both NASDA and CPIT's health and safety procedures.

Administrative

- Work with the Head of School and Programme Leaders to ensure budgets for productions are correct
- Adhere to budgets related to specific projects
- Liaise with other technical staff in the School

Other

- Attend relevant programme, school, faculty and institutional meetings.
- Participate in ongoing professional development
- Assist with School promotional events, e.g. Open Days, Exhibitions and school visits.
- Prioritise work load and manage deadlines
- Undertake rearrangement of duties as required, including being available for weekend or evening duties (by negotiation)

FOR YOUR INFORMATION

1 Staff Appraisal

CPIT has in place a negotiated system of staff appraisal in relation to job performance, safe work practices, and the criteria outlined in the CPIT Employee Profile.

2 Professional Development

CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager.

3 CPIT Profile

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

4 Health and Safety

Applicants for positions are asked to declare any relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for short listing but we do expect you to discuss your needs as part of the interview process or when accepting an offer of employment where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these render applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions. E.g. a hearing test for those involved in engineering workshops.

5 Employment Terms and Conditions

Appointment is within the terms of employment law and the TIASA Collective Employment Agreement. For the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the TIASA Collective Agreement which covers the position offered. If the staff member joins the TIASA union, the terms of the collective document continue to apply; should he/she decide not to join the union, the staff member remains on an individual agreement and we may mutually agree to terms after the 30-day period expires.

CPIT's Allied Staff Collective Employment Agreement (01 April 2007 – 31 March 2009) will be offered in the first instance.

A job evaluation system is used to determine the grade and therefore the salary range for this position. It is usual to appoint at the lower end of the appointment range specified in the position description.

APPLICATION DETAILS

Applications for Appointments – Allied Staff forms must be marked:

Technician - NASDA

Ref NoFH3011

Applications should be addressed to:

Senior HR Advisor
Christchurch Polytechnic
Institute of Technology
PO Box 540
CHRISTCHURCH

Email: hr@cpit.ac.nz
Phone: 03-9408623
Fax: 03-9408616

And forwarded in person, post, email or fax.

***Applications close
Monday 4 February***

The standard application form attached provides the Polytechnic with a common set of information about each candidate, but applicants should not limit themselves to that form. Personal applications set out in the applicants own style including a curriculum vitae and particular references to the job description and personal profile are welcomed.