



POSITION DESCRIPTION

Workshop Supervisor / Scenic Carpenter

The Tāwhiri Workshop is a core pillar of Tāwhiri's operations, providing set construction services for national stage productions and events alongside those produced within Tāwhiri's programmes.

Tāwhiri is the creative force behind festivals and experiences in Wellington including:

Aotearoa New Zealand Festival of the Arts	A biennial multi-arts festival
Lexus Song Quest	A biennial opera singing competition
Wellington Jazz Festival	An annual jazz festival

OUR VALUES: HE TĀNGA MANAWA

Manaakitanga: uplifting the mana of all people through care, nurture, and respectful relationships.

Tāne te Wānanga: the pursuit of excellence in all our endeavours.

Whanaungatanga: weaving together a team to create strength, trust and flexibility.

Kotahitanga: standing together with shared purpose and values.

PURPOSE OF THE POSITION

The purpose of this position is to lead the Tāwhiri workshop, overseeing onsite operations and managing the delivery of external and internal construction projects. The role aims to build on the success of the Tāwhiri Workshop by streamlining processing and contributing to long term planning.

This is a full-time role starting as soon as possible.

KEY CAPABILITIES

The key capabilities of the role are:

Team

Establishing and maintaining a positive team culture and effective work environment, leading by example, and setting high standards is a key component of the Workshop Supervisor role.

Budgeting, Scheduling, & Planning

The successful candidate will bring strong diligence and a proven history in managing expenditure. Scheduling and planning are core functions of this role - you are required to coordinate and communicate varied information across multiple projects to ensure their smooth delivery.

Professionalism

Working at the Tāwhiri workshop can be a high-pressure environment; being able to remain level-headed and juggle competing priorities in this deadline-driven and increasingly busy role is important. During the Festival periods work hours will vary day-to-day and may be long. Flexibility is essential to be available to work the days and hours required.

RESPONSIBILITIES

- Ensure the smooth and efficient running of the Tāwhiri workshop, managing day-to-day activities, staff management, and contributing to long term planning
- Carry out the duties of a Scenic Carpenter
- Manage workflow across multiple projects
- Purchase order raising and reconciliation
- Timely ordering of stock to facilitate seamless workflow
- Contribute to sales pipeline
- Oversee staff training and apprenticeships
- Keep abreast of new technology and equipment and make suggestions for future investment in equipment
- Actively promote Health and Safety best practice, identify and address hazards, and actively monitor risks in the workplace.
- Additional tasks as assigned by the Head of Technical and Production

GENERAL

- Attend regular team and staff meetings as required, including monthly Whānau Hui
- Attend client presentations and meetings as required

SKILLS REQUIRED

- At least 5 years professional carpentry and/or joinery experience
- Knowledge of scenic construction methodology
- Effective team management skills
- Ability to read and interpret design drawings and construction plans
- Attention to detail and accuracy of work output
- The ideal candidate will bring optimism, sense of humour, creativity, a solution focused approach, and the ability to work calmly under time constraints alongside creative teams
- Team player with outstanding problem-solving skills, excellent time management, diplomacy, and communication
- Ability to work with a large variety of materials (wood, foams, plastics, plaster, metals etc.)
- Experience in minor electrics, mechanics and/or rigging is helpful

ACCOUNTABILITY

This position reports to the Head of Technical and Production.

REMUNERATION

Competitive pay rate based on experience.

LOCATION

The role is based in Wellington, New Zealand, at our production facility at 17 Jupiter Grove, Upper Hutt.