


POSITION DESCRIPTION

POSITION:	Auditorium Services Manager	
STATUS:	Permanent	
TIME:	Full-time	
LOCATION:	Kristin School, Auckland, New Zealand	
VISION / CONTEXT:	<p>Kristin School is an independent co-educational school for students from Early Learning to Year 13, which aims to provide students with a superior all-round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively and learn enthusiastically throughout life.</p> <p>Key to the achievement of this vision is the School's strategy of attracting and retaining the Best People.</p>	
LINE MANAGEMENT:	<ul style="list-style-type: none"> • Reports directly to the Director of Business Services 	
KEY RELATIONSHIPS:	<ul style="list-style-type: none"> • Senior Leadership Team (Principals and Directors) • Visual & Performing Arts faculty, especially the Head of Faculty • Assistant Principals and Deans • Artistic Director, Major Productions • Chair of Kristin Friends & family (KFF) • Events Manager - Marketing • School staff and students • ICT and Business Services 	
SALARY:	Negotiated	
JOB PURPOSE	<p>The Auditorium Manager is responsible for:</p> <ul style="list-style-type: none"> • Organising the smooth running of events in the School's Auditorium and performing arts venues • Managing contractors, people and resources to help ensure the success of those events held at the school • Providing guidance to students and people organising events • Building relationships with key stakeholders within the school to help achieve these shared goals. 	

Accountabilities	Responsibilities & Expectations	Performance Indicators
<p>1. Auditorium Services management</p>	<ul style="list-style-type: none"> • Manage the bookings of the Auditorium and Dove theatre, in conjunction with the school timetables. • Manage day to day use of the Auditorium, Dove theatres. • Work with hirers and key stakeholders to deliver requirements. This includes involvement in pre-event planning sessions. • Support delivery of events held in these facilities working collaboratively with the event organisers/production managers. • Provide advice to production managers regarding all the aspects that need to be considered and organised. • Effectively manage, or escalate, controversial issues, where there may be numerous stakeholders and perspectives. • Utilise effective conflict resolution and relationship management skills, able to negotiate without compromising key objectives, keeps outcomes in mind. • Liaise with external hirers about their requirements to ensure arrangements are in place to ensure a successful event. • Support the use of Audio-Visual equipment at school events at locations other than the Auditorium and Dove Theatres. • Proactively identify opportunities for improvement to the way events are organised. 	<ul style="list-style-type: none"> • Bookings of the Auditorium and Dove theatre are managed efficiently and in a timely manner. • Attend annual planning meeting to ensure all events can be managed effectively and efficiently within our resources and capacity. • Events are appropriately resourced to meet event objectives. • Feedback from internal customers of the services they are satisfied with the support they receive. • Evidence there is strong and positive relationships with production managers and crews. • Feedback teachers and students are supported with their teaching and learning and assessment as needed. • Feedback from users of the facilities they were well supported in the planning and running of their events. • Feedback from users that any issues were dealt with to a satisfactory level and in a timely manner. • Evidence any conflict situations are dealt with effectively and in a timely manner. • External hire enquiries and bookings are dealt with professionally and in a timely manner. • Feedback that users are supported with their Audio-Visual needs as required. • Evidence processes have been evaluated and improved as needed.

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2. Contractor/people management	<ul style="list-style-type: none"> • Lead and manage the performance of contractors or staff and their development. • Effectively lead team members to complete project tasks and achieve service objectives. 	<ul style="list-style-type: none"> • All contractors or staff are adequately informed and supported to provide excellence in service delivery. • Ensure all contractor and staff are performing to a high level of effectiveness and customer service.
3. Financial	<ul style="list-style-type: none"> • Prepare an annual budget for operational and capital expenditure • Manages service to budget. 	<ul style="list-style-type: none"> • Budget compiled and submitted in accordance with budget instructions and deadlines. • Budget achieved.
4. Equipment management	<ul style="list-style-type: none"> • Ensure there is a plan to monitor and maintain equipment required by the service to operate effectively and reliably. • Plan for replacement of equipment when it reaches the end of its useful life. Include replacement requirements in annual budgets. 	<ul style="list-style-type: none"> • Equipment functions effectively and reliably for all events.
5. Health & Safety	<ul style="list-style-type: none"> • Actively support a safe and supportive work environment by ensuring compliance with the School's policies, procedures and legislative requirements. • Ensure all practicable steps are taken to keep safe while on the School grounds or participating in school activities. • Ensure a risk assessment is undertaken for all productions and significant events held in the Auditorium and Dove theatre. • Ensure emergency management processes relating to the Auditorium and Dove Theatre are compliant with regulatory standards and well understood by users of these facilities. 	<ul style="list-style-type: none"> • Evidence of compliance with School's policies, procedures and workplace health & safety legislative requirements. • Evidence all practicable steps are taken to ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events. • Evidence responds immediately to fire and evacuation alarms, responds as per School protocols. • Evidence a risk assessment was undertaken for all productions and significant events, submitted and approved by Director of Business Services. • Evidence emergency management processes meet regulatory standards and feedback these are understood by users.

Accountabilities	Responsibilities & Expectations	Performance Indicators
<p>6. Other</p>	<ul style="list-style-type: none"> • Attend staff meetings as required. • Be actively involved in the life of the School, including community events, functions and promotional activities as required. • Participates in a way that articulates, supports and furthers the School's strategic vision. • Model positive behaviours, which support the School's Code of Ethics and Values. 	<ul style="list-style-type: none"> • Evidence of attendance at Staff meetings as required. • Evidence of regular involvement in activities of the School including community events, functions and promotional activities. • Evidence of support for the School's vision and strategic plan. • Evidence of demonstrating appreciation, respect and affirmation for others and of working effectively with all stakeholders to create a positive and collaborative school culture.

Key Selection Criteria

Qualifications, Training & Experience

- Satisfactory level of academic achievement.
- Experience and interest in theatre and performing arts.
- Managing the scheduling of events in frequently used facilities.
- Competent in administration and computer skills, including Google suite, PowerPoint and other theatre/performing arts applications or software.
- National Police Vetting Check (with results considered satisfactory by the School).

Attributes and Skills

- Proven ability to develop and maintain effective relationships with students, staff and parents from diverse backgrounds.
- Ability to proactively develop, promote and implement new and creative processes and systems.
- The proven ability to work as an effective and constructive team member, with a willingness to participate fully in School activities.
- Excellent interpersonal skills, including the ability to listen and liaise effectively across all areas of a school community to achieve successful outcomes.
- Superior organisational ability with demonstrated self-motivation and initiative in goal setting, prioritising work and managing multiple tasks.
- Well-developed problem-solving skills and proven experience in creating solutions.
- Outstanding verbal and written communication skills.
- Demonstrated personal resilience, including the ability to work in a demanding role. Always remain calm.
- A genuine interest and willingness to engage in professional development and learning opportunities.
- Flexible, approachable and consistent in manner.
- A high level of energy and vitality.