



OUR VISION: To use the past, present and future technology and ingenuity of Aotearoa to educate and inspire the innovators of tomorrow

- KIA WHAKATŌMURI TE HAERE WHAKAMUA –

**Position:** Production Manager

**Reports to:** Exhibitions Manager

## PURPOSE OF THE ROLE

The Production Manager is responsible for the planning and management of exhibition builds and installations; the ongoing maintenance and upkeep of MOTAT's displays; and management of the team of Exhibition Technicians. This includes the production, installation, and de-installation of both internally developed and touring exhibitions and long-term exhibits. This is a leadership role in the Museum's Exhibitions team.

## RESPONSIBILITIES

- Plan for and lead the production, installation, and de-installation of temporary, touring and long-term exhibitions across MOTAT, working closely with other MOTAT Team Members and contractors to deliver the exhibitions programme.
- Think creatively and work collaboratively with designers and curators to review design drawings, problem solve, and find creative solutions to achieve the project's vision within budget, time and resources available.
- Assist with the physical production and installation of exhibits as time allows working alongside the Exhibition Technicians, as required.
- Work closely with Exhibitions Project Managers to develop production, installations and de-installation schedules; and procure products and services.
- Source and help procure specialist products and materials for production of exhibitions.
- Source and manage contractors to build exhibition interactives, walls, and other necessary fabrication.
- Oversee the specifications for audio visual, multimedia, and lighting elements within exhibition spaces.
- Collaborate and skill-share with other MOTAT Team Members in the process of exhibition building and installation.
- Manage the ongoing exhibition maintenance process and budget.
- Effectively allocate staff to specific projects, jobs, and ongoing exhibition monitoring and maintenance
- Maintain exhibition production, procurement and maintenance records for future reference.
- Maintain a safe and effective workshop, including proactively seeking better solutions to storage, equipment maintenance, and waste disposal, along with sourcing new tools and equipment to progressively build the capacity of the Production team.

- Lead the asset replacement programme for the Exhibitions team, including the forward planning of asset purchases (lighting, infrastructure, showcases, furniture etc). Contribute to business cases to fund these asset purchases.
- Ensure a clear understanding of all advice given to the Digital Engagement and ICT teams on the procurement digital hardware and software within exhibitions.
- Contribute to budget development for exhibition projects and administer allocated budgets as required.

#### TEAM LEADERSHIP & MANAGEMENT

- Manage the Exhibition Technicians including forward planning, day-to-day task allocation and supervision, performance management and skill development.
- Forward plan the work programme for the Exhibition Technicians, to ensure adequate resourcing at critical times, good use of down time, and management of leave within the team.
- Identify, document, and advocate for the future needs of the Production team, including short term resourcing for specific projects.
- Identify skill and knowledge gaps in the team and work with People & Culture to devise a program of skill development, and future staff requirements.
- Provide effective leadership and management of the Production team and follow all People and Culture people management policies and procedures.

#### PROJECT LEADERSHIP & COLLABORATION

- Liaise with other MOTAT Team Members to ensure all planned works in the public space are coordinated to create minimal negative impact on the visitor experience. This includes attending and contributing to weekly Operations Team meetings.
- Willingness to help the wider MOTAT team with advice, input and physical assistance from time to time. Understand and help advocate for the whole organisation and a good visitor experience.
- Provide internal management reports, as required.
- Follow museum policies and procedures including but not limited to Health and Safety and the Museums Aotearoa Code of Ethics.
- Undertake any other reasonable duties as may be required from time-to-time to ensure that MOTAT's business objectives are met.

#### KEY PERFORMANCE INDICATORS

- Exhibitions are planned, produced, installed and de-installed in accordance with agreed timelines.
- Production build, install and de-install expenditure is within budget.
- Exhibition construction meets agreed design specifications, and NZ Building and Health and Safety Standards.
- Exhibition Technicians are well informed and empowered to work independently.
- Exhibitions are kept to a high standard, and any faults are proactively identified and resolved, ensuring minimal downtime for displays and interactive elements.
- Open lines of communication between wider MOTAT Team Members to ensure good visibility of exhibition production scheduling, and issues are identified early and resolved effectively.
- Collection objects are handled and displayed to ensure a high level of protection; there is a high level of engagement with Collections staff to ensure object display constraints are understood and managed.

## KEY RELATIONSHIPS / DELEGATED AUTHORITY

- Responsible for:** Exhibitions Technicians
- Internal Liaison:** Exhibitions, Environment & Sustainability Team, Public Programmes, Collections Workshops, Registry, Conservation, People & Culture, Digital Engagement, MOTAT Team
- External Liaison:** Suppliers, Contractors, Professional Associations

## BUDGETARY AUTHORITIES

\$2,000

## SKILLS & EXPERIENCE

- Minimum 3 years' experience managing exhibition production and installation.
- Demonstrated skills related to the fabrication and installation of museum exhibitions; reading plans, and production planning.
- Experience working with lighting, audio visual, multimedia, and ICT installations.
- Excellent understanding of collection care, particularly as it relates to exhibition showcases, object mounts, display environments, object movements and handling.
- Good interpersonal skills with a demonstrated ability to relate to a wide range of people and develop positive working relationships.
- Strong administrative, planning, time management and project management skills.
- Good degree of computer literacy and demonstrated competence in Microsoft Office applications (Excel, Word, PowerPoint, Outlook).
- Demonstrated people management experience.
- Experience using CAD, highly regarded.

## OUR VALUES

### Ō MĀTUA UARA

#### AUAHATANGA INNOVATION

We will be courageous and try new things.

#### NGĀTAHITANGA COLLABORATION

We will work as a team that respects and supports others.

#### MOTUHĒHĒTANGA INTEGRITY

We will act ethically and with respect and transparency.

#### PŪMAUTANGA SUSTAINABILITY

We will foster knowledge and promote technology that is beneficial to our community and environment.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.