



Tō Mātau Moemoeā: Our Vision is 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: Audio-Visual (AV) Technician

Reports to: Production Manager

PURPOSE OF THE ROLE

Reporting to the Production Manager, the AV Technician is required to support the Exhibitions team with specialist technical support and services related to the development, installation, and day-to-day maintenance of all hardware components for MOTAT exhibitions, and to ensure that all equipment and software is well-maintained and functioning in order to provide the highest level of visitor experience and enjoyment.

This is a highly technical role which requires an in depth understanding of audio-visual equipment, covering audio installations, projection equipment, lighting setups, and integrated interactive hardware and software.

RESPONSIBILITIES

- Manage the process of specifying, sourcing, procuring, installing, and ensuring the successful operation of all audio-visual components in both temporary and long-term exhibitions, including making recommendations and obtaining budgetary approval from the Production Manager for any new expenses.
- Provide the in-house expertise and knowledge when engaging and liaising with external suppliers of lighting, lighting, AV components and the associated control systems of exhibitions and experiences.
- Lead the installation and deinstallation of temporary and long-term audio-visual exhibition elements and equipment in MOTAT exhibitions.
- Install and maintain audio-visual elements of touring exhibitions and installations, as required. Build and maintain relationships with external audio-visual equipment suppliers and act as primary liaison with suppliers and contractors on installation, deinstallation, and maintenance issues associated with audio-visual hardware.
- Ensure that all audio-visual equipment in MOTAT exhibitions is maintained and kept in good, safe working order at all times.
- Troubleshoot and resolve technical faults, where possible, and escalate to external audio-visual suppliers and subcontractors where appropriate.
- Create basic background programming for interactive exhibition elements, as required.
- Report maintenance issues to the Senior Exhibitions Technician and/or Production Manager, as required.
- Advise and recommend on equipment replacements where necessary.
- Provide training on basic day-to-day maintenance of audio-visual equipment in MOTAT exhibitions for Exhibitions, Visitor Services, and other MOTAT Team Members, as required to meet the needs of their role.

- Act as primary liaison with Visitor Services and offer guidance on low-level technical troubleshooting in visitor spaces; ensuring that the rest of the Production team also have sufficient knowledge and understanding to support the team.
- Work closely with others in the Production team and the ICT team when selecting equipment to be used within the MOTAT exhibitions, ensuring that best practice and network security is well considered in all spaces.
- Conduct regular site checks to ensure equipment is functioning correctly.
- Assist with unloading, unpacking, installation, dismantling and repacking of touring exhibitions and installations.
- Communicate in a professional manner with internal and external parties when troubleshooting issues with software, hardware, and content.
- Assist the Senior Exhibitions Technician and/or Production Manager by advising on technical requirements for audio-visual content and installations.
- Be familiar with all equipment requirements, power requirements, handling, packing, and unloading procedures; following all relevant health and safety policy and procedure.
- Focus on continuous improvement, ensuring that you remain current in the latest audio-visual technical advances and the market.
- Model behaviour consistent with MOTAT values and in accordance with the principles of the Treaty of Waitangi.
- Follow all 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

- Audio-visual exhibitions components are created on time, to a high standard, and as per the project brief.
- Exhibitions audio-visual components are maintained to a high standard, as per the agreed schedule.
- Maintenance issues are responded to quickly and efficiently to ensure that exhibits and displays are kept operational, ensuring the highest level of visitor experience and enjoyment at MOTAT.
- Team communications are open and effective.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for:	Nil
Internal Liaison:	Exhibitions, Visitor Services, ICT, Environment & Sustainability, Health and Safety, MOTAT Team
External Liaison:	External Suppliers, Retailers, Electricians, Content Creators

BUDGETARY AUTHORITIES

Nil

SKILLS & EXPERIENCE

- A minimum of 3-5 years of experience in an audio-visual installation and/or maintenance role, ideally in a similar environment.
- Ability to solve problems and work independently while maintaining a safe working environment.
- Demonstrated understanding of audio-visual hardware, sound systems, projectors, and lenses, BrightSign, and associated background programming.
- Experience liaising with suppliers and procuring audio-visual equipment.
- Experience liaising with content creators and digital providers.
- Working at height experience, with relevant training and certification.
- Excellent written and verbal communicator skills, with a high attention to detail.
- Technically savvy; proficient on all standard office software such as Microsoft Office.
- Experience with lighting systems, fitting, and control systems would be beneficial.
- Driving Licence (essential) and Forklift Licence (desirable).

Ō MĀTAU UARA OUR VALUES

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.