THE AUCKLAND PERFORMING ARTS CENTRE

Senior Venue Technician

10 hours per week. Additional performance technician shifts available

About the Role

We're looking for an experienced and proactive Senior Venue Technician to oversee the technical coordination and delivery of performances, productions and events at TAPAC.

Combining strong technical expertise with a hands-on approach, you'll help ensure our venue and equipment are maintained to a high standard, productions run safely and smoothly, and our technical team has the guidance and support they need. Working closely with the Operations Manager, you'll be the main point of contact for technical matters, supporting visiting productions from initial planning through to performance.

The role includes 10 hours per week dedicated to technical coordination, maintenance and administration, with additional performance technician shifts available as productions require. The Senior Venue Technician will have first opportunity to take on these additional shifts.

Key Responsibilities

Technical Coordination & Administration

- Schedule technicians for visiting productions using Deputy, ensuring appropriate technical coverage.
- Act as the main technical contact for TAPAC staff and hirers, providing advice and support on production requirements.
- Conduct production meetings with visiting companies and prepare technical briefs ahead of their performances.
- Maintain accurate technical and health and safety documentation.
- Advise the Operations Manager on equipment purchases, hire requirements, maintenance needs and technical improvements.

Equipment & Venue Maintenance

- Undertake scheduled weekly and monthly maintenance of theatre and studio equipment, identifying and reporting faults or repair requirements.
- Maintain the cleanliness and organisation of the theatre, backstage areas, control room and technical storage spaces.
- Ensure equipment and technical spaces remain safe, functional and ready for use.
- Use TAPAC systems, equipment and access credentials responsibly, following organisational procedures.

Technician Training & Support

- Induct new technicians into TAPAC's venue, equipment and operating procedures.
- Provide one-to-one training and support to existing technicians, addressing any gaps in knowledge or practical skills.
- Promote safe, consistent and professional technical practices across the team.

Additional Performance Technician Shifts

Alongside the contracted 10 hours per week, the role includes opportunities to work additional shifts supporting visiting productions. Responsibilities may include:

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- Supporting technical rehearsals, lighting and sound plotting, technical runs and live performance operation.
- Providing technical advice and assistance to visiting production teams and hirers.
- Ensuring equipment is operated safely and venue health and safety procedures are followed.
- Liaising with the Front of House Manager and other TAPAC staff to support the smooth delivery of performances.
- Securing and locking the venue at the end of the shift, maintaining clean and orderly technical spaces, and ensuring production hours and additional equipment or consumables are accurately recorded.
- Taking appropriate care of TAPAC's facilities and equipment, reporting any damage, hazards or operational concerns promptly.

Skills & Experience

We're looking for someone who combines strong technical knowledge with a practical, collaborative and customer-focused approach. The ideal candidate will have:

- Technical experience: Experience working in a theatre, performing arts venue or live event environment, with a sound understanding of technical equipment and production requirements.
- Health and safety: An understanding of safe working practices, hazard management and equipment safety in a performance environment.
- Communication: The ability to communicate professionally and confidently with hirers, visiting production teams, technicians and colleagues from diverse backgrounds.
- Organisation: Strong time management and organisational skills, with the ability to coordinate schedules, maintain accurate documentation and manage competing priorities.
- Problem-solving: A proactive, solutions-focused approach, with the ability to work independently and remain calm under pressure.
- Leadership and teamwork: The confidence to take ownership of responsibilities, train and support other technicians, and work collaboratively with the wider team.
- Attention to detail: A commitment to maintaining high standards across technical delivery, equipment maintenance and venue presentation.

About You & TAPAC

You're a reliable, approachable and enthusiastic professional who takes pride in your work. You're comfortable working autonomously, taking initiative and finding practical solutions, while recognising the importance of clear communication and teamwork.
You understand that great technical delivery is about more than equipment and production cues; it's also about supporting artists, building positive relationships and helping people bring their creative work to life.
TAPAC is a community-focused performing arts centre supporting a diverse range of artists, educators, performers and organisations. We value inclusivity, respect, flexibility, versatility and excellence, and we're looking for someone who shares these values and will contribute positively to our team and the wider performing arts community.

To Apply:

Please write an expression of interest to Jamie Mainds, Operations Manager by 12pm 6th November 2026 to operations@tapac.org.nz