

## POSITION DESCRIPTION

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| POSITION:          | Major Productions Director                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| STATUS:            | Fixed term (Jan-Aug 2025)                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                     |
| TIME:              | Part-time                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                     |
| LOCATION:          | Kristin School, Auckland, New Zealand                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                     |
| VISION / CONTEXT:  | 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.<br>Key to the achievement of this vision is the School's strategy of attracting and retaining the Best People. |                                                                                     |
| VALUES:            | <ul style="list-style-type: none"><li>• Progress with vision, integrity and love</li></ul>                                                                                                                                                                                                                                                                                                                                                            |                                                                                     |
| LINE MANAGEMENT:   | <ul style="list-style-type: none"><li>• Reports directly to the Head of Productions</li></ul>                                                                                                                                                                                                                                                                                                                                                         |                                                                                     |
| KEY RELATIONSHIPS: | <ul style="list-style-type: none"><li>• Principals of Schools</li><li>• Visual &amp; Performing Arts Administrator</li><li>• Major production teams</li><li>• Auditorium staff and Sound Technicians</li><li>• School staff and volunteers associated with major productions</li><li>• School Students and their families associated with major productions</li><li>• Head of Health &amp; Safety and Health &amp; Safety Committee</li></ul>         |                                                                                     |
| SALARY:            | Negotiated                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                     |
| JOB PURPOSE        | The Major Productions Director is responsible for the successful direction and delivery of the Senior and Middle School Productions. This includes the creation, planning, monitoring, directing of activities, evaluation and safe and successful delivery of these significant productions within the allocated budgets. Collaborate with the Head of Productions for planning set design.                                                          |                                                                                     |

| Accountabilities                                       | Responsibilities & Expectations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Performance Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>Leadership</b>                                      | <ul style="list-style-type: none"> <li>• Work with the Head of Productions to build and execute each production's artistic vision.</li> <li>• Direct both Senior and Middle School productions.</li> <li>• Collaborate and lead each production team to bring the show to life.</li> <li>• Appreciate, respect and affirm others and work effectively with all stakeholders to create a positive and collaborative school culture.</li> <li>• Model positive behaviours, which support the School's Code of Ethics and Core Values.</li> </ul>                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Evidence of successful productions from ticket sales, staff, student, parent and volunteer feedback and show reviews.</li> <li>• Evidence of collaboration in delivering a successful show.</li> <li>• Evidence of demonstrating appreciation, respect and affirmation for others and of working effectively with all stakeholders to create a positive and collaborative school culture.</li> <li>• Evidence of modelling the School's Code of Ethics and Core values.</li> </ul>                                                                                                                                                                                                                                     |
| <b>Senior and Middle School Productions Management</b> | <ul style="list-style-type: none"> <li>• Work with the Head of Productions on scheduling of productions.</li> <li>• Work with the Production Manager and Production Team to lead the day-to-day directorial operations of each production.</li> <li>• Lead and be present at all rehearsals.</li> <li>• Work with the Head of Productions to ensure Kristin Productions' standards are met in all areas.</li> <li>• Ensure all significant decisions (casting, financial, scheduling) are made in consultation with/with the approval of the Head of Productions.</li> <li>• Contribute to and support one-off performances as required (e.g. show promotion in Assemblies).</li> <li>• Support decisions for Cultural Award recipients relating to productions.</li> </ul> | <ul style="list-style-type: none"> <li>• Evidence resources are being effectively utilised for the successful delivery of productions.</li> <li>• High standards of student behaviour and are promoted and maintained.</li> <li>• Evidence behavioural issues and grievances have been dealt with promptly and effectively.</li> <li>• Evidence of an effective marketing campaign measured by ticket sales and attendee feedback.</li> <li>• Evidence of high-quality marketing materials produced in support of future productions.</li> <li>• The casting process is undertaken in a kind, caring, and transparent way to ensure the most suitable students are placed in each part. Constructive feedback is provided to the students as needed.</li> </ul> |

| Accountabilities                        | Responsibilities & Expectations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Performance Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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|                                         | <ul style="list-style-type: none"> <li>• Maintain a professional standard in all rehearsals, performances and interactions relating to Kristin and each production.</li> <li>• Be part of the casting process for the Middle School Production for 2026, including contributing to creating audition material.</li> <li>• Promote open communication and a positive engagement model with parents and stakeholders. Manage student and parent grievances and complaints in consultation with other staff as required.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Staff &amp; Volunteer Management</b> | <ul style="list-style-type: none"> <li>• Provide direction, support and coaching for staff and volunteers associated with the Senior and Middle School productions.</li> <li>• Conduct regular conversations with productions crews to give timely and constructive feedback and coaching as required.</li> <li>• Positive, uplifting role model for students, staff and volunteers.</li> </ul>                                                                                                                                  | <ul style="list-style-type: none"> <li>• Direct reports are recruited, managed and developed through sound management and human resources practices that are consistent with School policies and legal requirements.</li> <li>• Evidence of effective feedback and coaching being delivered as required.</li> <li>• Evidence of acting as a positive role model and mentor for crew members.</li> <li>• Evidence that students, staff and volunteers are recognised and rewarded for their contributions.</li> <li>•</li> </ul> |
| <b>Health &amp; Safety</b>              | <ul style="list-style-type: none"> <li>• Ensure a Health &amp; Safety plan is created for all major productions, which is approved by the Head of faculty and submitted to the Health &amp; Safety Committee.</li> <li>• Facilitate a safe and supportive work environment by ensuring compliance with the</li> </ul>                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Evidence of compliance with School's policies, procedures and workplace health &amp; safety legislative requirements.</li> <li>• Evidence all practicable steps are taken to ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events.</li> </ul>                                                                                                                                                                        |

| Accountabilities | Responsibilities & Expectations                                                                                                                                                                                                                                                                                                                         | Performance Indicators                                                                                                                                                                                                                                                                                                                     |
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|                  | <p>School's policies, procedures and legislative requirements.</p> <ul style="list-style-type: none"> <li>• Ensure all practicable steps are taken to keep staff, students, parents, volunteers and production attendees are safe through all stages of the productions; planning, rehearsing, setting up, delivery and pack up.</li> </ul>             |                                                                                                                                                                                                                                                                                                                                            |
| <b>Other</b>     | <ul style="list-style-type: none"> <li>• Attend staff meetings as appropriate.</li> <li>• Be actively involved in the life of the School, including community events, functions and promotional activities as required.</li> <li>• Establish and network within the wider Performing Arts community in New Zealand as required for the role.</li> </ul> | <ul style="list-style-type: none"> <li>• Evidence of attendance at Staff meetings as needed.</li> <li>• Evidence of regular involvement in activities of the School including community events, functions and promotional activities.</li> <li>• Evidence of an effective network being created to add value to Kristin School.</li> </ul> |

## Key Selection Criteria

### Qualifications, Training & Experience

- A record of success in directing musical theatre, youth theatre, performing arts education or professional theatre contexts
- Recent National Police Vetting Check (with results considered satisfactory by the School)
- Desirable: Current First Aid certificate and Drivers Licence

### Attributes and Skills

- Ability to proactively develop, promote and implement new and creative initiatives.
- Proven ability to develop and maintain effective relationships with students, staff and parents from diverse backgrounds.
- Proven ability to enthuse, inspire and guide staff, students and volunteers.
- The proven ability to work as an effective and collaborative team member.
- Excellent interpersonal skills, including listening and liaising 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.
- Ability to translate creative vision and thinking into operational plans and priorities.
- Thorough understanding of contemporary student welfare and wellbeing practices.
- Outstanding verbal and written communication skills.
- Demonstrated personal resilience, including the ability to work in a demanding role, often outside of normal hours.
- A high degree of professional judgement.
- Flexible, approachable and consistent in manner.
- A high level of energy and vitality.
- Knowledge of budgetary and financial management processes is desirable.

### Commitment to Child Safety

Kristin School is committed to providing a safe, caring and nurturing environment and school climate to ensure the wellbeing and prevent the harm of tamariki, rangatahi, akōnga/learners, their whānau/family and staff. This is our single greatest priority and responsibility.

- Kristin is alert to potential child safety risks and takes immediate action when issues are identified.
- There is zero tolerance for abuse of any kind.
- All stakeholders are to report any child safety allegations, disclosures or concerns.
- All staff must adhere to and abide by the Student Safety Code of Conduct.

We seek, value and respect diverse representation, views and experiences in akōnga/learners and encourage individuality and choice.

- Akōnga/learners are empowered and encouraged to speak up and speak out.
- All services adhere to child rights principles of partnership, protection and participation; and the rights and responsibilities accorded by Te Tiriti o Waitangi.