



About the RNZB

RNZB exists to enrich New Zealand communities and express who we are through ballet.

Since 1953 the Royal New Zealand Ballet (RNZB) has excited audiences and inspired communities across the length and breadth of New Zealand as well as internationally.

The company's repertoire includes 19th and 20th century classics as well as many commissioned works, including those by New Zealand choreographers and telling New Zealand stories. RNZB Education presents a lively and inclusive programme of community and education activities throughout New Zealand, including working in prisons.

The RNZB is funded through the Ministry for Culture and Heritage, Manatū Taonga, and through ticket sales, sponsorship, grants and personal donations. For more information please follow this link: [RNZB Strategic Plan 2025-2029.pdf*](#)

Job Description

Job Title:	Head Mechanist
Department:	Production
Reports to:	Production Manager
Reports:	2 nd Mech, Touring Fly's, Local Venue crew
Contract Type and Hours:	Permanent – Full time
Location:	This role is based in the RNZB Workshop, Jupiter Grove, Upper Hutt & RNZB offices in Wellington
Travel:	Touring with the company.

Purpose

To ensure that all RNZB performances are technically delivered to a consistently high professional standard and ensure the safety of all dancers and technical staff.

The role supports the Technical Director and Production Manager in the delivery of the technical elements of each production and supports the creative vision of the choreographers and designers while ensuring the highest level of Health and safety is achieved.

The Head Mechanist works closely with and reports to the Technical Director and Production Manager on day-to-day operational matters within the production department.

The Head Mechanist works closely with the Production Manager, Stage Manager, Workshop/ Hire Manager, Workshop Assistant, casual workshop staff, touring technical staff and local technical crews.

Areas of Responsibility

Production construction & Production Prep

- To participate in the construction, and set build as required
- Build to the provided plans

- To assist the workshop department as required in the delivery of the Set and prop construction
- To work to set deadlines and in a manner not to cause delays to the build process.
- To communicate with the workshop staff as to the touring requirements of the set and props.
- To collaborate between artistic and technical departments to achieve the vision of the creative team
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Pre-Production and Project Planning:

- To provide correct and up to date information on productions to the relevant staff in a timely manner.
- To provide the Technical Director and Production Manager with all provisional Hanging Plots in a timely at least 2 weeks prior to the scheduled pack in.
- To collaborate with the Production Manager on pack in/out details for each venue to ensure efficient use of time and crews.
- To work with the Technical Director & Production Manager and workshop staff to prioritise manufacturing sequence needs, to adhere to and maintain departmental and production deadlines.
- To assess and interpret the design to produce pack-in approach, hanging and masking documentation (Hanging Plot), in conjunction with the Technical Director & Production Manager
- To ensure the Production Manager is kept informed of any potential audience sightline issues in relation to masking the set.
- To participate in production meetings and construction process meetings.
- Assist the Technical Director & Production Manager with general problem solving and realising technical solutions
- Responsible for keeping stock of production consumables required for touring and ordering new material as necessary.
- In association with the Stage Manager produce simple stage elements and hand props such as tables, treads etc. that will help facilitate an effective rehearsal process
- Assist with fabrication of specific set elements for new production as required.
- In conjunction with the Technical Director & Production Manager analyze and interpret fly requirements for new productions
- Prepare, modify, interpret, and apply paperwork, including drawing and reviewing CAD plans.

Rehearsals & Prep:

- Lead the Mechanist team in the preparations for each tour and build a positive, safety first, high performance culture
- To collaborate with the Stage Manager on prop requirements for rehearsal periods and when they are required.
- In consultation with the Production Manager develop and implement technical, transport and staffing pack in /out schedules.
- To participate in production meetings and briefing sessions with venue staff and pack in crew as and when required.
- To collaborate with the Technical Director & Production Manager on any scenic changes that may be required for smaller venues.
- To collaborate with the Production Manager regarding touring and transportation of all scenic elements and flooring.
- To collaborate with the Stage Manager and touring technical staff on day-to-day touring schedules and logistics.

Touring and Performances:

- Lead the Mechanist team for each tour and continue to build a positive, safety first, high performance culture.
- To organize and effectively run the smooth operation of the pack in and pack out.
- To effectively supervise the touring and local technical staff.
- To ensure the production is fully prepared to tour, making sure there is sufficient equipment, tools, consumables for the entire tour, or preparations have been made to acquire as the tour goes along
- To conduct preshow check prior to each performance as to maintain the artistic integrity for each performance
- To record preshow checks
- Execute show cues as required by Stage Management.
- Under the direction of the Stage Manager provide show brief to all local crews.
- Ensure show crews wear appropriate clothing fitting the professional standards of the RNZB and appropriate safety equipment to ensure safe operations.
- Lead, manage and supervise performance crews, ensuring all breaks and Health and Safety requirements are adhered to.
- Model and ensure the practice of maanaakitanga and a warm welcome for all is actively practiced
- Oversee the practical elements for each performance i.e. Flying, Stage Equipment, Scenery and Truss and liaise with the Stage Manager to ensure all technical requirements are met.
- To organize the smooth running of the pack in and pack out.
- Work alongside the Stage Management to ensure all “off-stage” areas are ready in time for stage calls, technical rehearsals, and performances.
- Under the direction of the Stage Manager coordinate and participate in the rehearsal & performance of technical scene changes and cues.
- Ensure the maintenance of the sets during the run and at the end of each tour, this should include minor repairs where necessary.
- Be responsible for touring kits and consumables.
- Ensure tools and personal protective equipment are maintained to a high professional standard
- Provide any relevant information to the Production Manager for the technical information packs to be sent to each venue.
- At the end of each tour to record, assist and carry out maintenance that is required for the set before being put into storage or returned or sent overseas.
- Liaise with Van Lines drivers on the road to oversee the touring and transportation of all scenic elements and flooring.
- To collaborate with the Stage Manager and touring technical staff on day-to-day touring schedules and logistics.

Repertoire:

- In conjunction with the Stage Manager keep the RNZB technical archive updated as new shows are added to the repertoire.
- Maintain shows as required to be available for performances as required.

Health and Safety / First Aid:

- Ensure that the RNZB's operations backstage are carried out safely and equipment used properly.
- Ensure that the Stage Manager is advised of any hazards that are identified on stage.
- In conjunction with the Production Manager, assist with the preparation of risk assessment documents for all productions. To also provide Safe working Method statements (SWMS) and Standard Operating procedures (SOP) documents as requested.
- Undertake health and safety induction of crew to all new venues. Document that inductions have been completed.
- Assess and ensure capability of staff undertaking tasks. Ensure ETNZ health and safety guidelines are followed.
- Ensure that show crews and other staff always wear appropriate clothing and safety equipment
- Manage crew workload to avoid work-related fatigue.

Documentation and Drafting:

- To collaborate with the Technical Director & Production Manager on venue technical data.
- Administer technical documentation as requested i.e. hanging plots and ground plans for touring productions, health and safety documents.
- Keep documentation and records for inspections and certificates for equipment and maintenance logs, such as rigging equipment and EWP's

Other:

- Assist with the technical setup for RNZB events such as fundraising functions, season launches, education and community events etc. as may be required from time to time.
- Attend staff meetings and full company meetings as required.

Essential Experience and Skills:

- A clean drivers' license
- Exceptional organizational skills
- Exceptional communication skills
- Able to work under pressure and to tight deadlines
- Previous experience working with a touring performing arts company is preferable
- Strong problem-solving skills
- Strong experience managing health and safety
- Confident Leadership
- Working collaboratively
- High emotional intelligence
- Resilience

Desirable

- Competent Rigger
- Set Building
- Basic fabrication skills (Metal/Wood)
- CAD Literacy: Vector Works or other Design based drawing
- EWP License
- First Aid
- Working at Height

Education:

- NCEA level 3 or equivalent