

POSITION DESCRIPTION & PERSON SPECIFICATION

Position:	Capping Show Props Manager/Set Builder
Nature:	Fixed term
Reports to:	Events Coordinator/Capping Show Directors
Direct reports:	-
Indirect reports:	-
Volunteers and Interns:	-
Location:	OUSA, University of Otago, Dunedin
Organisation:	

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

Structurally, OUSA is divided into 8 departments: Corporate support; Events; Communications and Marketing; Clubs and Socs; Critic; Planet Media Sales; Radio One and Student Support Centre.

With approximately 50 staff and many more volunteers, OUSA is a substantial organisation.

Managers of each department report to the CEO, who is responsible to the Student Executive for the overall management of the organisation.

Each of the departmental managers is responsible for the operations of their department, including staffing, financial management and service provision.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer who values inputs from all staff.

Position purpose:

To source and/or construct the Capping Show 'set' as required by the Capping Show Directors, ensuring that the show achieves its goals, namely to be a comical cabaret-style show by students for, on the main, a student market. The Show shall attempt to be humorous without being offensive.

Areas of Responsibility

Area	Expected Outputs
People Management	<ul style="list-style-type: none"> • Supervise and encourage involvement from the cast and musicians. • To ensure that suitable lines of communication between the volunteers, cast and crew are maintained.
Financial Management	<ul style="list-style-type: none"> • Nil
General Tasks	<p>Reporting to OUSA Events Coordinator and Capping Show Producer this position will be responsible for:</p> <ul style="list-style-type: none"> • Assisting the OUSA Events Team and Capping Show Producers and Directors in ensuring that the Capping Show achieves its goals, namely to be a comical cabaret-style show by students for, on the main, a student market. The Show shall attempt to be humorous without being offensive. • Sourcing and/or constructing the stage set and props for the Capping Show. • Purchasing items required to construct the set and props for the Capping Show. • Working to achieve the allocated Capping Show Budget. • Maintaining the set throughout the Capping Show and during the performances. • Testing the set to archive the required goals of the OUSA Events Team by attending tech rehearsals. • To return and store all props constructed and/or purchased for the Capping Show within the designated OUSA facility as directed by the OUSA Events Team. • Ensuring that the deadlines are met, without exception. <p>Planning and Reporting:</p> <ul style="list-style-type: none"> • Attend meetings with the OUSA Events Team and report on whether target goals are being achieved and to communicate relevant issues relating to the successful production of the Capping Show. • Provide a written 'lessons learned' report to the Events Coordinator after the completion of the show, which will be used to benchmark any problems/issues and highlight any recommendations for future Capping Shows.
Health and Safety	<ul style="list-style-type: none"> • To ensure staff and volunteers report accidents to the Events Coordinator or Capping Show Producer, participate in hazard

	<p>identification specific to their place of work and ensure that they carry out their duties in accordance with OUSA's Health and Safety Management systems. To ensure that all staff and volunteers are made aware of the appropriate emergency procedures and the hazards of whatever venue/s they are working in.</p> <ul style="list-style-type: none"> • Take personal responsibility for engaging in OUSA's no-harm, health and safety culture • Be familiar with the hazard register for the work area that you work in • Communicate to the Events Coordinator and colleagues any potential hazards that you identify that are not on the register • Be familiar with the location of first aid kits and qualified first aiders in the Association • Be familiar with and adhere to any health and safety plans • Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Events Coordinator of these • Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community
Delegated authorities	<ul style="list-style-type: none"> • Nil

Personal Attributes

Working Collaboratively	<ul style="list-style-type: none"> • Ability to build and maintain professional and productive relationships • Ability to relate to a diverse range of people • Excellent written and oral communication skills • Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA
Organisation	<ul style="list-style-type: none"> • Manages self, resources and workload to meet timelines • Is reliable, organised and keeps all files and documents in order • Is self-motivated and able to work independently and as part of the team • Ability to recognise when issues need to be escalated to the Departmental Manager
Change	<ul style="list-style-type: none"> • Is flexible and resilient to meet the ever changing needs of the OUSA
Problem Solving	<ul style="list-style-type: none"> • Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate

Qualifications and Experience

- Ideally a trade qualification in carpentry or similar trade
- Proven experience constructing stage sets and props for the theatre and/or music industry
- Ability to construct to a high quality within an allocated budget
- Some experience with volunteers
- Proven ability to work with a broad range of people, especially young people