



## **Job Description**

<b>TITLE:</b>	Director of Technical Services
<b>DEPARTMENT:</b>	Technical Services
<b>LOCATION:</b>	Shenzhen World Exhibition and Convention Center, Shenzhen, China
<b>REPORTING TO:</b>	General Manager/President
<b>DIRECT REPORTS:</b>	Technical Managers and technical team

### **PURPOSE:**

Responsible for planning, supervision and implementation of overall operation and technical elements for SMG Shenzhen World venue and technical production facilities, including all venues.

### **KEY ACCOUNTABILITIES:**

- Reviews and supervises client own production and external productions, exhibition construction, internal production rigging, sound, projection, lighting, design and equipment in relation to following the venue processes and procedures inclusive of relevant health and safety legislation
- Ensures safe-working practices, maintenance, and replacement of technical resources and equipment
- Oversees the in-house rental of technical resources
- Supervises the technical staff scheduling and freelance staff bought in as required
- Responsible for management of digital signage, branding and promotions on all screens and dynamic signage
- Oversees and implements all technical production services and needs of the SMG Shenzhen World clients
- Provides and delivers any and all event related data services and support to client's requirements and specifications including but not limited to, internet provision, exhibition data requirements, video conferencing, data provision for registration services and data provision for organiser's office requirements.
- Rigging and Technical Equipment:
  - Responsible for the execution of production elements for all conferences, events and exhibitions produced in the Shenzhen World Venues
  - Supervises the internal staff and managers in the delivery of technical services to clients
  - Supervises managers on pre-planning stages including production build scheduling, supply purchasing and cost analysis

- Meets all deadlines for production completion, load-in, and removal of the productions and exhibitions
- Supervise managers in the Vetting of designs (Rigging, lighting, sound, projection) for budgets, builds and safety
- Must be current with all technical stage industry software
- Directs subordinates and production managers in areas such as lighting & sound coordination and production electricians for all venues and spaces; works with production management teams for lighting of all productions
- Directs supervisors in all departments and disciplines to ensure that all technical production planned are within reason to facility limitations and time constraints
- Supervises production staff in production design blue prints and oversees all building lists time and staffing schedules
- Manages team in the implementation of digital signage advertising and promotional media
- Ensures training and supervision of the production managers and technical crews for the implementation of technical production needs, including but not limited to rigging, lighting, sound, projections and technical support crew
- Acts as liaison for high profile events and international events
- Sees the enforcement of all venue rules and safety procedures, processes and creates safe systems of work
- Creates catalogues all in-house rigging, lighting equipment, audio/visual equipment, and associated pricing strategy in line with company directive and table of financial authority.
- Periodically reviews and advises on technical upgrades to the venue

#### **SUPERVISORY RESPONSIBILITIES**

Provides overall direction, coordination and evaluation of Shenzhen World Technical Services department. Carries out the full spectrum of supervisory responsibilities in accordance with SMG's policies and applicable laws.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND WORK EXPERIENCE**

- Bachelor degree or higher required. Recognised international Qualification in Technical discipline or equivalent professional experience preferred. Health and Safety Certification is a bonus
- 5 + years' experience in technical management within a quality international Exhibition venue(s) or Convention Center

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent verbal and written communication skills, as well as skills in personnel management and interpersonal relations. Good command of English and Chinese in speaking and writing a must
- Excellent technical abilities in planning, budgeting, collaboration, and all aspects of technical department including Power, Rigging, Projection, Digital Screens, Sound, lighting, patching systems, Outside Broadcast Systems and all associated software in relation to operation

- Must be experienced in recruiting and managing a technical team that can consistently deliver to the highest standards
- Proficiency with Microsoft Office and Event management software
- Familiarity with current methods of technical production, rigging, lighting and sound
- Strong communication, organizational, and collaboration skills
- Strong computer skills; experience with management of CAD & digital signage software
- Creative problem-solver
- Strong organizational skills
- Skilled with the safe operation of technical production

### **COMPUTER KNOWLEDGE**

- Proficient in Google Apps., Microsoft Office, Word, and Excel and CAD
- Proficient in any/all of the following: Sketch-Up, Vectorworks and AutoCAD
- Knowledge of project management/event management software

### **CERTIFICATIONS**

Must obtain all licenses or permits as required by the country, province or city.

### **MENTAL DEMANDS**

- Ability to work independently, strong organizational skills, initiative, and creativity and flexibility
- Ability to meet hard deadlines
- Ability to multi-task and manage multiple projects

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long hours and may be required to work indoors and outdoors as required by the function. Must have the physical ability to manoeuvre around the venue at times, walking and/or standing up to 6-10 hours daily, as well as the ability to lift in excess of 50 pounds. This position may also be exposed to adverse conditions including inclement weather, noise, fumes, etc.

### **HOURS OF WORK AND TRAVEL REQUIREMENTS:**

Must work flexible hours, some nights and weekends. Limited travel may be required.

***NOTE:*** *The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.*