

Position Title: Te Ngakau Recording Studios Director

Responsible to: Chief Executive

Team Membership: Recording Studio Team

Position Purpose

The Te Ngakau Recording Studios Director is responsible for operationalising the NZSO commercial studio business, growing a client base, meeting revenue targets, client management, and strengthening the studio's reputation and brand nationally and internationally. This includes project and budget management, networking, marketing, and client development. They will work closely with the NZSO management team to ensure that all projects involving NZSO players are properly scheduled, planned, and adhere to all requirements and best practice of the organisation. They will work closely with the Audio Engineer to ensure that the facility is well maintained that the client experience is exceptional, and that services are delivered within budget and meet client expectations.

Key Working Relationships

- Commercial clients (music executives, producers, music supervisors, industry partners, etc)
- Artistic clients (composers, orchestrators, soloists, conductors, artistic partner organisations, etc)
- NZSO staff including but not limited to: Audio Engineer and contract engineering staff, Producer: Commercial & Recording Programmes, Director: Commercial and Development, Director: Orchestra Delivery and team, Director: Finance & Corporate Services, Director: Artistic Planning, and Chief Executive
- External local stakeholders including but not limited to: WCC/Venues Wellington and their technical suppliers, NZSM, RNZ Concert and RNZ
- Wellington City Council
- Related industry organisations such as NZFC, Screen Wellington, and NZGDA

Key accountabilities	Deliverables/ Outcomes
<p>Strategy</p>	<ul style="list-style-type: none"> • Operations: <ul style="list-style-type: none"> ○ Develop short-, medium- and long-term strategies that move the business from start up to mature organisation. ○ Develop policies and procedures that align with industry best practises to ensure smooth and efficient communications and day-to-day operations. • Business Development & Management <ul style="list-style-type: none"> ○ Create and implement a client acquisition strategy and the necessary systems to compete successfully for international and domestic commercial opportunities. ○ Implement and grow industry presence and reputation both domestically and internationally through meetings, forum involvement and presentations. ○ In collaboration with The CEO and Director, Commercial and Development, create, maintain and oversee a marketing strategy for the studio, including print, social and web.

Key accountabilities	Deliverables/ Outcomes
	<ul style="list-style-type: none"> ○ Ensuring that the use of the studios for commercial projects is maximised and optimised for non-Crown revenue as well as leading reviews and adjustments as required. ○ Report progress and matters of strategic significance to NZSO Executive Leadership Team and Board as requested.
Project and Financial Management	<ul style="list-style-type: none"> ● Draft and execute all NZSO recording studio contracts ensuring that they comply with all relevant legislation and NZSO policies. ● Alongside the Audio Engineer, liaise with clients to develop project plans and quotes that ensure their vision is achieved within the agreed timeframes and within the negotiated budget parameters. ● Liaise with the Audio Engineer, NZSO Producer: Commercial & Recording Programmes and the Orchestra Delivery team to ensure all projects are scheduled within capacity and capability of the NZSO. ● Undertake clear, consistent and professional communication with clients and other internal and external stakeholders to ensure smooth and efficient project management. ● Manage invoicing and revenue collection with NZSO finance, and report against P&L budget for Finance, Board and ELT. ● Participate in NZSO meetings and briefings as required. ● Manage the Studio's budget, business plan, and other live planning documents. This includes setting achievable objectives with performance criteria and realistic time frames.
Client and Stakeholder Relations	<ul style="list-style-type: none"> ● Ensure that the client experience with NZSO's studio and NZSO teams is smooth, straightforward, enjoyable and professional. ● Develop and maintain processes for client retention and maintenance. ● Work with NZSO's Producer: Commercial & Recording Programmes and external contractors and supporting stakeholders to identify and target commercial work for the studios. ● Build enduring relationships within the music, screen and game industries to enhance the NZSO studio's reputation and business. ● Working with Chief Executive and Executive Leadership Team, identify, pursue and formalise industry partners.
Management and Operation	<ul style="list-style-type: none"> ● Coordinate the booking and scheduling of the studio to maximise use. ● Coordinate closely with NZSO Producer: Commercial & Recording. Programmes and/or Orchestra Delivery on all project's involving NZSO players and ensure that they are properly consulted, briefed and integrated into the project. ● Develop and maintain studio record keeping on NZSO SharePoint and calendar systems, ensuring searchability and transparency. ● Coordinate closely with the Audio Engineer to ensure the studio facilities and equipment are well maintained, clean and professional, and all equipment is in excellent working order, arranging for repairs or upgrades as necessary. ● Line manages the Audio Engineer and oversees the engagement of additional engineering contractors for projects as required, ensuring appropriate recruitment, training, and supervision, as well as coordinating staff schedules to ensure adequate coverage for studio projects.

Key accountabilities	Deliverables/ Outcomes
Health and Safety	<ul style="list-style-type: none"> • Working with Executive Leadership Team create and maintain appropriate studio risk assessment(s) and register requirements - integrating with organisational systems as well as keeping industry best practice for studio-centric systems. • Ensure that the NZSO Studios comply with NZSO Health and Safety policy and procedures and Health & Safety best practice with any hazards or risks being identified and managed. • Work safely and take responsibility for keep self and colleagues free from harm • Report all incidents and hazards promptly and know what to do in an emergency • Cooperate in implementing return to work plans and contribute to a safe and healthy workplace for all NZSO staff • Be aware of and follow all requirements in the Health and Safety and Personnel Manual policies and procedures.

Person Specification	
Experience/Qualifications	<ul style="list-style-type: none"> • Demonstrable experience in a working professional recording studio, understanding of studio operations, and the recording process. • Experience in commercial aspects of the music industry, either contracting or sales, essential • Experience in a managerial or supervisory role. • Demonstrable networks within the domestic and international music, screen and game industries. • Experience in orchestra or performing arts environments is advantageous.
Knowledge and Skills	<ul style="list-style-type: none"> • Strong organisational and multitasking abilities. • Excellent communication and interpersonal skills. • Financial acumen, with significant experience in budgeting and financial management. • Leadership skills, with the ability to motivate and manage a team effectively. • Problem-solving skills, with the ability to think on your feet during busy sessions, anticipating and course-correcting potential issues that may affect workflow or client experience. • A customer-focused mindset, with a commitment to providing excellent service. • A passion for music and a deep understanding of the music industry. • Understanding of studio equipment and software is advantageous.