EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI

Position Description

MUSIC TECHNICIAN

Function:	IDEAschool
Reports to:	Head of School, IDEAschool
Location:	Hawkes Bay
Arrangement:	Part-time
Date:	Feb, 2027

Pūtake | Purpose

The Music Technician provides expert technical, operational, and administrative support to IDEAschool's music programmes, ensuring that music facilities, equipment, and resources are maintained, safe, accessible, and fit for teaching, learning, performance, and recording activities. The role supports students and staff through technical guidance, resource management, health and safety compliance, and the delivery of a high-quality learning environment across IDEAschool.

Ngā Whanaungatanga | Working Relationships

Internal:
- Head of School
- Head Technician IDEAschool
- Music- Academic staff
- Music – Programme Co-ordinator
- Faculty Administrator
- IDEAschool Technicians
- IDEAschool students
- EIT Facilities
- EIT IT Services

External:
- External venues
- External production facilities
- Music/IDEAschool stakeholders

Mana Whakahaere | Resource Delegations

Financial: NA

People: NA

Kawenga Mahi | Accountabilities

TECHNICAL SUPPORT

- Monitor and maintain the IDEAschool music areas, equipment, and resources across the school's activities in Hawke's Bay and (if required) Tairawhiti campuses.
- Provide technical services across all areas of IDEAschool as required.
- Oversee the preparation of resources and workshop materials for classes in consultation with academic staff.
- Supervise student workshop classes as required.
- Maintain communication with academic staff about their requirements.
- Ordering requirements and resources for the academic team.
- Keeping a database of equipment and instruments and tracking loans and returns.
- Flexibility is required around working hours, to support student events held in the evening or weekends.
- The technician needs a clean license to drive students and equipment between venues using EIT vans.

MUSIC FACILITY & STAFF MANAGEMENT

- Provide day to day support of the IDEAschool Music areas and classes.
- Provide support for IDEAschool technical services such as equipment installation, repairs, maintenance and certification requirements in collaboration with EIT Facilities and IT Services as required.
- Provide an appropriate system to issue and maintain authorised staff and student access to the music rooms and equipment.

HEALTH & SAFETY AND TRAINING

- Implement effective music area induction and task specific training, along with the records, for staff and students.
- Maintain and regularly review the music room hazard registers.
- Ensure standard operating procedures (SOP) are current, adhered to, and in place where required.
- Ensure all hazardous situations are handled in accordance with appropriate regulations and EIT procedures. This includes:
    - Safety around the use of electrical equipment
    - Ensuring any staff, student, or other that handles or is exposed to hazardous situations both at EIT and other venues, receives appropriate information and training.

CUSTOMER SERVICE

- Promote EIT and IDEAschool in a positive manner
- Provide quality assistance and advice to students, staff and public
- Action information requests in a timely fashion to agreed quality standards
- Provide staff and physical resources for marketing activities as required
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General Responsibilities:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications

Knowledge, Experience and Skills

- Knowledge, experience, and skills in a range of music equipment, recording and performance situations. **Essential.**
- Knowledge of Mac computers, amps, PA systems, recording and associated software. **Essential**
- Willingness, experience and ability to support students and academic staff by providing guidance, supervision, and feedback. **Essential**
- Word processing, database and spreadsheet experience. **Desired**
- Well-developed oral, written and interpersonal skills. **Essential**
- Understanding and commitment to workplace health, safety and wellbeing. **Essential**
- Proven ability to plan and meet deadlines. **Essential**
- Good time management and organizational skills. **Essential**

Special Aptitudes

- Ability to participate fully as a team member and develop a team culture
- Knowledge of the appropriate handling of hazardous situations
- An understanding and appreciation of customer service and a commitment to providing quality services to both internal and external clients
- An understanding and appreciation of cultural issues
- Ability to work competently and efficiently in a busy working environment
- Ability to handle confidential matters sensitively

Personal Attributes

- High degree of professional judgment and integrity
- Flexible attitude, a positive 'can do' manner
- Confident and receptive
- Friendly and approachable manner
- Calm, courteous and flexible, willing to work in all areas of IDEAschool
- Strong self-motivation
- Punctual and reliable
- Mature and tolerant nature
- Happy to be a team player as well as complete delegated tasks
- Demonstrate in own practice, excellent health and safety awareness

Qualifications

- Relevant tertiary qualification **desired**
- Drivers licence **essential**

- First Aid certificate **desired**
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Ngā Uara o Te Aho a Māui | Values of EIT

Herea te momoho | Inspire success:

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.

Document information – Office use only	
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