



## **Crankworx Rotorua Job Description**

### **Crankworx Rotorua 2022 Onsite Producer**

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#### **OUR VISION:**

To be the soul and bring the fire for the ultimate mountain bike experience - in Rotorua, Aotearoa and beyond.

#### **OUR MISSION:**

Deliver event experiences that transcend sport and engage our people in a culture that they fall in love with.

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#### **THE GIG:**

The Onsite Producer will contribute to the success of Crankworx Rotorua 2022 by completing the following objectives:


- Manage all screens and sound during Crankworx Rotorua
  - Setting a schedule/tailored show for attendees factoring in sponsor mentions, award ceremonies, music, replays, and live events.
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#### **KEY TASKS/DELIVERABLES:**

##### **Pre-Event:**

- Prepare an onsite production schedule for the entire event, taking into account sponsor requirements (screen and emcee mentions).
- Build daily run of shows.
- Create a list of requirements to create the daily show including daily schedule slides, logo loops, commercial loops, highlight videos and music.
- Meet with AV supplier to understand their live event capabilities.
- Meet with announcers.

##### **During Event:**

- Have show rundowns printed and prepared for staff.
  - Update daily event notes for announcing team.
  - Ensure adequate volume levels within the event venue – for staff, athletes and spectators.
  - Ensure screens are playing appropriate content and are rotating content.
  - Ensure announcers are informed with the state of play throughout the day.
  - Run daily briefings and post-show meetings with announcers.
  - Work with the Awards Coordinator to coordinate sound and screens for all award ceremonies and assist with other requirements.
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**Post-Event:**

- Provide feedback including suggestions and improvements and areas of concern for future iterations of the event
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**DESIRED SKILLS AND EXPERIENCE:**

- Exceptional organisational skills.
  - Must have strong administrative skills (Excel, Word).
  - A passion for being part of a wider team.
  - A strong desire to deliver an awesome event.
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**START DATE/POSITION STATUS:**

The contract position will begin late October and end on the 14 November.

You will be required to attend the below Local Organising Committee Meetings in the lead up to the event:

- Wednesday 7<sup>th</sup> September 2022: 9:00am – 10:00am
  - Wednesday 5<sup>th</sup> October 2022: 9:00am – 10:00am
  - Wednesday 19<sup>th</sup> October 2022: 9:00am – 10:00am
  - Wednesday 26<sup>th</sup> October 2022: 9:00am – 10:00am
  - Friday 4<sup>th</sup> November 2022: 9:00am - 1:00pm
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**COMPENSATION:**

To be negotiated.

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**PLACE OF WORK:**

Rotorua, New Zealand

In the initial lead up to the event delivery window, you may be required to work within the Crankworx Rotorua office at Te Puia or remotely (provided you are able to make yourself available for all team/project meetings). During the event delivery window, you will primarily be required to work onsite, this will either be in the Whakarewarewa Forest or at Skyline Rotorua.

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**REPORTS TO:**

Aiyana Grigsby – Crankworx Rotorua Projects and Logistics Manager

