



STAVROS
NIARCHOS
FOUNDATION
CULTURAL
CENTER

ΚΕΝΤΡΟ
ΠΟΛΙΤΙΣΜΟΥ
ΙΔΡΥΜΑ
ΣΤΑΥΡΟΣ
ΝΙΑΡΧΟΣ

Υπεύθυνος/η Τεχνικής Παραγωγής Technical Production Manager

Designed by the architectural firm Renzo Piano Building Workshop, the Stavros Niarchos Foundation Cultural Center (SNFCC) is a sustainable, world-class cultural, educational and recreational urban complex that includes the new building facilities of the National Library of Greece and the Greek National Opera, alongside with the Stavros Niarchos Park. It was constructed through a grant from the Stavros Niarchos Foundation and was transferred to the Greek State in February 2017.

SNFCC Single Member S.A. is a public benefit organization, responsible for the maintenance, operation, and management of the Stavros Niarchos Foundation Cultural Center and the Stavros Niarchos Park, while at the same time, developing its own cultural, educational and sports programming, open to all and free of charge, thanks to an exclusive grant from the Stavros Niarchos Foundation.

SNFCC Single Member S.A. is an employer that provides equal opportunities, through prohibiting discrimination against employees or candidate employees regarding their race, skin color, religion, nationality, ethnic origin, gender, age, disability, marital status, sexual orientation or any other category protected by the law. SNFCC Single Member S.A. ensures that all candidates will be treated equally with accordance to their qualifications and the conditions laid down by the law.

The **Facilities Department** is responsible for the proper operation, preventive and corrective maintenance of all the technical infrastructure in the buildings and the surrounding areas of the SNFCC. It also provides technical support to all other departments and functions of the Organization.

SNFCC is currently looking for a **Technical Production Manager**, reporting to the Facilities Director. The **ideal candidate** will provide coordination of all the technical activities required for the production of all SNFCC events, in cooperation with production companies and/or other departments of the Organization, so that they are carried out in a sound and safe manner, within the set timetable and budget.

Main duties and key responsibilities:

- Drafts a list of all necessary technical works and supplies for each event/production, identifying and combining the technical requirements of any artistic scheme, together with his/her experience and the potential of the venue, the given timetable and the available budget.
- Cooperates with all parties involved for the smooth staging of events

- Coordinates the work of different crews, monitors the setting up and dismantling timetables
- Supervises the works and ensures safety rules are kept
- Drafts the technical section of RfPs (Requests for Proposals) for all productions
- Drafts budgets
- Drafts productions' contracts in cooperation with all parties involved
- Works together with the relevant public authorities for licences issuing, where appropriate
- Cooperates with the vendor responsible for the Total Facilities Management and all outside vendors associated with the SNFCC facilities, so as to resolve problems, failures/malfunctions and respond to emergencies and special circumstances
- Cooperates with the representatives of the Greek National Opera and the National Library of Greece, the other departments of the SNFCC and outside partners, whenever required
- Researches the local and international market to locate and evaluate specialized event equipment
- Participates in working groups and committees
- Works on Duty as essential SNFCC FMstaff during performances or events, in accordance with Department schedule

Requirements:

- University degree, or post-secondary school diploma of at least 3 years of study, in a relevant field
- Electrical/Mechanical Engineer/Assistant-engineer training or other similar technical expertise will be taken into account

Proven relevant experience of at least 15 years in a similar position:

- Experience in contract management
- Experience in project management and control
- Experience in organizing and managing multiple, large working crews, managing gaps and overlaps, and integrating their activities
- Experience in technical support of multipurpose halls
- Experience in conferences and conference systems

Technical training and knowledge of concert and theater-type equipment:

- Lighting
- Sound
- Video projections
- Stage mechanisms and related stage-of-the-art control systems
- Wired and wireless matrix-type intercom systems
- Matrix-routing sound and video management systems
- Other ancillary systems

Technical training and knowledge of television broadcasting and live streaming equipment:

- Live multi-camera television broadcasting for events (artistic, not sports events)
- Television and movie shoots

- Live streaming broadcast techniques on social media platforms or other private paid platforms, combined with copyrights management

Certification and/or experience in the following fields:

- Equipment rigging
- Live broadcasts, DMX wirings, CAT5, etc.

Languages/applications:

- Excellent writing and speaking skills in Greek and English. Working knowledge of more foreign languages will be considered a plus
- Excellent use of MS Office
- Knowledge of design software, such as AutoCAD

Required skills and desired qualities:

- Adequate communication and organizational skills, with attention to detail and adherence to specified deadlines
- Ability to manage human resources and address unforeseen situations, with the potential to develop initiatives and work in a team environment
- Ability to prioritize under pressure

Flexibility in working hours

Application process:

- The submission deadline is February 27, 2022 at 23:59 EET
- Candidates must submit their resume and a brief letter of interest [HERE](#).
- All applications will initially be assessed by an independent human resources consulting firm. Interviews with shortlisted candidates will follow. All candidates will be notified of the recruitment process completion.
- All SNFCC facilities and offices are fully accessible to Persons with Disabilities