

POSITION DESCRIPTION

USA PAVILION, EXPO 2020 DUBAI

POSITION SUMMARY			
TITLE:	Senior Technician	REPORTS TO:	Technical Manager
KEY DELIVERABLES			
<ul style="list-style-type: none"> ▪ Assist the Technical Manager in the management of the U.S. Pavilion's technical operations across all phases of Expo 2020 Dubai - installation, pre- event maintenance, event operations and decommissioning ▪ Ensure no disruption to Pavilion operations or visitor experiences through the failing of technical services planning, maintenance or response ▪ Ensure no loss or damage to Pavilion assets within the technical scope and adopt a long-term approach to preserving asset function and value ▪ Support the Pavilion team, including cultural program participants in planning and solving technical related issues ▪ Adopt a flexible approach to work hours, especially during the operations period when maintenance and service activity will need to be scheduled outside Expo operating hours ▪ Develop and maintain excellent relationships with Pavilion stakeholders, suppliers, partners and contractors to service the Pavilion's technical requirements ▪ Ensure that exhibition loan artefacts are received, displayed, maintained, secured and returned to meet the obligations of the Pavilion ▪ Run all show and building systems at least twice per week for 4 – 6 hours during pre – event maintenance period ▪ Ensure no breach of any Expo 2020 or U.S. Pavilion policy or standards across all technical functions (this extends to the performance of contractors engaged to perform technical services) ▪ Generate regular, accurate and detailed reports in regard to technical activity and performance ▪ React to a constantly changing environment with consistent professionalism and composure ▪ Actively participate in U.S. Pavilion planning and development meetings with effective outcomes ▪ Work collaboratively and enthusiastically with all U.S Pavilion staff, representatives and stakeholders ▪ Oversee the installation, operations and maintenance of the automation systems 			
KEY RESPONSIBILITIES			
<p><u>Mechanical</u></p> <ul style="list-style-type: none"> ▪ Assist in all elements of the Pavilion's mechanical, plumbing and electrical installations, operational servicing and decommissioning ▪ Work collaboratively with Pavilion and Expo contractors to ensure installation, operations and decommissioning of mechanical equipment and features are completed in accordance with requirements to ensure seamless operations throughout event operations and to preserve items for decommissioning <p><u>Exhibition</u></p> <ul style="list-style-type: none"> ▪ Assist in all elements of the Pavilion's mechanical, plumbing and electrical installations, operational servicing and decommissioning ▪ Assist in the develop and maintain a detailed catalogue of exhibition assets including installation materials, equipment and packaging ▪ Assist with correspondence and contractual agreements in terms of loan items along with overseeing the correct installation, display, servicing and security of such assets ▪ Create instruction for opening and closing procedures relating to exhibition content and relevant equipment ▪ Deliver timely, accurate and detailed communications and collateral regarding exhibition content and venue features to be used by Pavilion management and those engaged in visitor experiences ▪ Support planning and execution of US National Day 			

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Equipment & IT

- Provide specialist advice and support to the Pavilion's Cultural Program including planning, set up, pack down, storage, performance and activations.
- Co-ordinate I.T. services ensuring proper equipment and functionality.
- Develop and conduct training as required for the use of Pavilion equipment and features.

Maintenance

- Oversee the program of scheduled maintenance ensuring that the exhibition and all technical aspects are fully functioning for the opening of Expo in October 2021
- Throughout the operational period ensure that rosters, contractors, parts and services are scheduled, equipped and ordered for works to be carried without disruption or delay to Pavilion operations
- Oversee the maintenance work order system that efficiently communicates required maintenance and allows for prioritizations across both scheduled and reactive activity
- Conduct scheduled facility trials and inspections to ensure quality control and compliance with Pavilion standards
- Ensure that an appropriate and responsible level of equipment and parts are available to respond to reactive maintenance issues
- Maintain a comprehensive library of manuals, specifications and guidelines throughout all phases of Expo 2020 Dubai (installation, pre event maintenance, event operations and decommissioning)

Health, Safety and Risk Management

- Ensure all work is carried out in accordance with obligations of UAE, Expo 2020 and Pavilion legislation and standards, including ensuring that all contractors adopt and work under the same requirement
- Identify, report and respond to hazards in the Pavilion and surrounds according to Pavilion policy and operating procedures
- Take a leadership role in Pavilion wide training in emergency scenarios and sustainability initiatives
- Assist in the creation and maintain safety documentation such as risk assessments, safety audits and standard operating procedures along with implementing new safety procedures as required

Management

- Assist in budget planning and management across all aspects of technical, maintenance and I.T. budgets
- Effective team management to support a high functioning and results driven technical team (whether direct hire or contracted) ensuring that all exhibition installation, maintenance, servicing and decommissioning is carried out on time and within budget

Teamwork

- Develop and maintain constructive working relationships with all key U.S. Pavilion stakeholders, including working closely with the U.S. Expo Unit and Pavilion management
- Support in the provision and execution of strategic advice on complex technical issues
- Adopt flexibility and willingness to adapt to changed timelines, deadlines or significant
- Work cooperatively with all U.S. Pavilion teams to contribute to a highly engaged and service-oriented team