

Head of Department 3D Manufacture



Our Purpose

A global arts and entertainment company
Making imaginary worlds a reality

Our Values

creativity, courage, community, kindness,
excellence and kotahitanga

Role Overview

The Head of 3D Manufacture's purpose is to manage and be accountable for the work in 3D Manufacture department, including team of 3D Modellers; CNC milling team and 3D print team and support the Manufacture Operations Manager to ensure that product is delivered on time and on budget to the satisfaction of the client and Wētā Workshop.

Key Accountabilities and Outcomes

- Work in close collaboration with the Operations Manager and Project Supervision team to plan for and allocate sufficient resource to meet job requirements – including labour, materials, space, equipment.
- Leading excellent health, safety, and wellbeing practices.
- Engage closely with Art Directors/P. S and Production team to understand and build methodologies and help budget dept time and materials on potential projects.
- Responsible for the financial performance of the dept through managing the department delivery of work to agreed timelines, budgets, and resource allocation.
- Champion and foster creative excellence in the departments and across the workshop.
- Manage labour and materials as efficiently as possible to meet time tracking and budget requirements.
- Effectively delegate current and upcoming work to the team and provide them with relevant information needed for successful task execution.
- Complete weekly Crew toolbox meetings and WAG updates
- Complete/Update Skills Matrix for the department in May and October each year
- Responsible for ensuring the appropriate departmental training and development for Crew.
- Offboard Crew following appropriate company processes.

- Conflict resolution and performance management of team members where required.
- Actively participate and support Wētā Workshop Crew initiatives including but not limited to surveys and performance reviews.
- Manage annual performance assessments and REM reviews.
- As a leader of others: Builds the 'big picture' by championing Wētā Workshop's philosophy, values, and strategic initiatives; Makes things happen by establishing team goals, processes, and role clarity, taking action that's in the best interests of the company; Creates awesome teams by building trust and a safe environment to learn, create, and contribute freely.
- Responsible for ensuring the appropriate departmental training and development for Crew.
- Lead Recruitment for the department with support from People & Culture and Operations Manager,
- Conflict resolution and performance management of team members where required.
- Actively participate and support Wētā Workshop Crew initiatives including but not limited to surveys and performance reviews.
- Motivate the team to achieve greater results and be willing to embrace new and better ways to reduce time and cost.
- Work with Workshop Leadership to inspire confidence in the team by leading and empowering others by example.
- Actively partake in one-on-ones with direct reports.
- Encourage and adhere to the Wētā Workshop values.
- Support all Wētā Workshop Crew initiatives (i.e. engagement surveys).
- Provide regular reporting to Head of Manufacture and Operations Manager on cost tracking.
- Provide regular reporting to Head of Manufacture and Operations Manager on resource requirements and potential concerns.
- As a leader of others: Builds the 'big picture' by championing Wētā Workshop's philosophy, values, and strategic initiatives; Makes things happen by establishing team goals, processes, and role clarity, acting that's in the best interests of the company; Creates awesome teams by building trust and a safe environment to learn, create, and contribute freely.
- Champions excellent health, safety and wellbeing practices.

Experience and Qualifications

- 12+ years bespoke manufacture experience.
- Specialist modelling experience with Z-Brush; Rhino; Houdini and CAD.
- Specialist knowledge in 3D printing systems and materials.
- Experience managing workflow across multiple teams.
- Experience effectively managing crew and developing a team.
- Clear understanding of Workshop manufacturing process
- Ability to plan and manage jobs with time and budget constraints.
- Ability to relate and communicate well with people (both verbal and written)
- Strong problem-solving skills.
- Relevant craft qualifications are desirable.

Key Working Relationships

Internal

- Head of Manufacture
- Creative Director/Art Directors
- Production Team
- Project Supervision Team
- Workshop HOD's
- Purchasing Officer
- Workshop Safety and Facilities Manager
- People & Culture Team

External

- Professional advisors
- Service providers