



Position Description – Theatre Technician

Position:	Theatre Technician
Band:	Band 3 Special Engagement
Position Number:	1192
Business Unit:	Arts Culture & Events
Directorate:	Economic Development, Arts & Advocacy

Name of Occupant	Vacant
Date Approved	14/11/2022
Approved By	Manager, Arts Culture & Events

Position Objective

Provide professional technical supervision and support to both professional and amateur users of the West Gippsland Arts Centre.

Ensure a high standard of performance and safety is maintained in the operation and use of the facility and associated equipment.

Key Responsibility Areas

The following are the key responsibility areas for the position:

1. **Technical Operations**
 - a. To assist with the setup and preparation of the facility and necessary equipment for all events occurring within the centre and its associated venues.
 - b. From time to time, to supervise the technical operation of events and performances and to supervise hirers, crews and volunteers assisting in technical areas.
 - c. Operate production equipment as required.
 - d. To assist the Technical Operations Coordinator with the maintenance and upkeep of the centre's facilities, spaces and equipment in accordance with service programs and manufacturer's recommended maintenance programs where appropriate.
2. **Organisation Development**
 - a. Risk Management – Adhere to council's risk management policy and procedures and be aware of the risks associated with your work and take appropriate action to minimise or eliminate such risks.
 - b. Business Excellence – Support continuous improvement through business excellence and embrace our values – "Innovation", "Integrity" and "Respect"

- c. OH&S – Create and maintain a safe and healthy working environment by supporting council's occupational health and safety policy and procedures and acting safely at all times.
- d. Equal Employment Opportunity – Support a work environment that is free from discrimination, harassment, bullying and violence. Employees must follow council's staff policies and procedures and state and federal Equal Opportunity and other appropriate legislation.
- e. Disability Awareness – Share the commitment to access and inclusion for all association with council's disability action plan and the Disability Discrimination Act.

All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

Organisational Relationships

Reports to:	Technical Operations Coordinator
Supervises:	Casual theatre technicians, touring crews and volunteers
Internal Liaisons:	Arts, Culture and Events staff and other council staff
External Liaisons:	Users of WGAC, agents and organisers of user groups, maintenance contractors, suppliers of technical equipment.

Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

Optimistic – about our organisation's future and our ability to deliver quality services and projects to benefit our community.

Pragmatic – by resolving issues and making the best possible use of our time, effort and resources.

Respectful – of ourselves, our Council and of the diverse views and perspectives of our community.

Supportive – by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

Authentic – by undertaking our work in an open, honest and transparent manner.

Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

We are committed to providing a safe working environment that embraces and values child safety, diversity and inclusion. Baw Baw Shire Council has zero tolerance for child abuse and is committed to creating and maintaining a child safe organisation where all children are kept physically, emotionally and culturally safe and protected from abuse.

Qualifications and Experience

The qualifications and experience required for the position include:

- Relevant qualifications and/or several years experience in a technical department of a professional theatre or performing arts centre.
- Well developed skills in the areas of lighting, audio and stage mechanics, including the ability to read and interpret plans, specifications and requirements of touring productions.
- The ability to operate lighting and audio consoles and safely operate stage mechanics and theatre fly systems.
- Experience and skills in making an arts centre work for non-arts related activities such as conferences, seminars, presentations etc.
- Experience and understanding of the operation requirements of Occupational, Health & Safety issues within a performing arts centres environment.
- Current Working With Children's Check
- Current Victorian Drivers Licence
- Level 2 First Aid Certificate
- The following qualifications are desirable for the position:-
 - EWP Operator
 - Electrical Test & Tag
 - DG or RB class High Risk Work Licence.

Key Selection Criteria

1. Knowledge of technical operations of a performing arts facility
2. Well developed communication skills
3. Ability to work as part of a team
4. Knowledge of the differing needs of Professional, Community and Educational presenters
5. Friendly and outgoing manner.
6. Ability to work evenings and weekends.

***The below section refers to banding classifications as per the EBA. Please complete this section using the EBA for guidance and reach out to P&C for consultation. If this is an existing position, please copy across the details from the most recent PD and review as necessary.**

Accountability and Extent of Authority

The position is accountable to the Manager, Arts Culture and Events and has primary responsibility for:-

- Ensuring the technical requirements for events and productions are setup and packed down in a timely manner
- Ensuring the venue is left in a safe and tidy state at the conclusion of events.
- Specialist advice and service to users of the Arts Centre, including amateur and school groups which require initiative and judgement on the part of the incumbent.

- Ensuring a safe working environment for all clients and users of the venue.
- The position will be accountable for the satisfaction of users, patrons and participants and activities in the Centre as they relate to the technical aspects of the Centre, the standard of performance of technical equipment of the centre, and the technical safety record of the Centre.

Judgement and Decision Making

Judgement and decision-making skills required for the role include:

- Appropriate setup, placement, pack down and storage of equipment
- The application of professional and technical industry knowledge.
- Reviewing the suitability and safety of equipment brought into the venue and make judgements regarding its use
- Make judgements as required to upkeep a safe environment for all users.

The work is performed within specific guidelines with scope to exercise discretion. Guidance and advice will be available to assist in the resolution of such problems.

Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- Backstage, lighting, sound and set construction skills needed to ensure effective presentation of theatre productions by professional, amateur and school groups;
- Maintenance skills to ensure safe and effective usage and upkeep of all equipment, fittings and fixtures in WGAC.
- Developed skills with stage mechanics, modern audio and lighting systems.

Management Skills

The required management skills include:

- Appropriate skills in managing time, setting priorities and planning and organising work
- The ability to supervise clients, casual technicians and volunteers, and delegate roles and responsibilities to suit the needs of the event.

Interpersonal Skills

Interpersonal skills include: -

- Well developed written and verbal skills with the ability to communicate complicated technical information
- Ability to work independently and as part of a team

- An ability to gain co-operation and assistance from all users of the WGAC as well as other employees within the unit in order to achieve well defined objectives and productive outcomes for the unit.
 - Ability to work under pressure.
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ACCEPTED for and on behalf of the **EMPLOYEE**

[acceptance_status]

Acceptance of Employee

[candidate_name]

Name of Employee

[acceptance_date]

Date