

## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Performing and Creative Arts Centre Operations Team Leader		
<b>Position Number:</b>	3232	<b>Standard Position Hours:</b>	38 Hours
<b>Directorate:</b>	Corporate and Community Services	<b>Unit:</b>	Community & Cultural Engagement
<b>Salary Grade:</b>	8	<b>Award Band and Level:</b>	Band 2 Level 3
<b>Position Reports to:</b>	Curator of Creative and Performing Arts		
<b>Staff Management:</b>	1 plus up to 12 casual staff		
<b>Budget Responsibility:</b>	\$50,000		
<b>Date Created:</b>	3 March 2009	<b>Date Last Reviewed:</b>	26 May 2020
<b>Version:</b>	4	<b>Document Number:</b>	DOC2015/058603

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 employees. The local government area covers approximately 1,950 square kilometres within the Hunter Valley of New South Wales and is approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. The organisational structure Cessnock City Council comprises three directorates:

- Corporate and Community Services
- Planning and Environment
- Works and Infrastructure

### ORGANISATIONAL CONTEXT OF POSITION

The Corporate and Community Services directorate manages services associated with the following functions within Cessnock City Council:

- Finance and Administration
- Information Technology
- Community and Cultural Engagement

This position is in the Community and Cultural Engagement Unit within the Corporate and Community Services Directorate.

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 4.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

Co-ordinates production requirements and supervises the delivery of lighting, sound, staging, set design and associated operational requirements for both professional and non-professional performances, programmes and large scale civic events associated with the Performing and Creative Arts Centre (PACC) and ensure the facility and its programmes are delivered in accordance with sound risk and project management principles and a continuous improvement framework.

## KEY ACCOUNTABILITIES

1. Responsibility for and co-ordinates all aspects of PACC theatre operations including production scheduling, staging, supervision and ensures client production personnel are inducted to the venue.
2. Responsibility for and operates theatre technical equipment including sound and lighting and develops and implements regular maintenance schedules to ensure equipment complies with statutory requirements, Australia Standards and Codes of Practice and industry guidelines.
3. Responsibility for and oversees the Work Health and Safety System procedures for the PACC venue ensuring that work practices and the work environment meets statutory and corporate work health and safety requirements including developing risk assessments; preparation of the evacuation procedures for PACC staff, hirers and theatre with audience capacity of 466 people; and developing safe work method statements.
4. Responsibility for ensuring the PACC facility is provided to the community at optimum level ensuring required facility maintenance works are discussed and scheduled in consultation with Council's building and maintenance staff.
5. Maintains asset register of PACC production and theatre equipment and ensures current and future needs are identified and mapped for inclusion in Council's annual budget process.
6. Engage with a diverse client group and includes venue bookers from professional production companies, amateur theatre organisations and community groups to discuss venue hire specifications and requirements, enabling successful programme delivery and maximising the high quality reputation of the venue.
7. Provide project management of capital works including initiation and development of the business case, scheduling of works, budgeting including preparing and lodging funding applications and acquittals, and engagement and oversee of contractors.
8. Responsibility for the development and preparation of risk assessments for large scale civic events and includes Carols in the Park, Spring Awakening, Australia Day and co-ordinates and oversees the event bump in and bump out process, and is an active participant in the event evaluation process.
9. Provide PACC casual technical staff with appropriate induction, training programs and mentoring support to ensure a culture of continuous improvement and professional development.
10. Contributes to cultural service development within the community by supporting, mentoring and providing guidance to non-professional user and community groups on theatre technical equipment use.
11. Act as Curator of Performing and Creative Arts when the officer is at work however is absent from the venue.
12. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Tertiary qualifications in technical production at Diploma level or above.
2. At least 10 years' experience working in a technical production role.
3. Demonstrated experience working in a performing arts venue with diverse programming including working with musicals, dance, orchestra, coral, plays, professional, amateur and community productions.
4. Demonstrated understanding of technical production processes within a performing arts venue, including conception, design, equipment sourcing, scheduling, rehearsing, budgeting and the ability to work to deadlines, perform under pressure and problem solve.
5. Demonstrated high level experience in the safe use and maintenance of all technical theatre equipment including mechanical/rigging, audio, video and lighting systems.
6. Demonstrated experience in providing advice and guidance to professional and non-professional hirers on technical venue operational matters and mentoring support with community groups who deliver programmes from CPAC, for example schools, seniors group, dance schools.
7. Demonstrated experience in planning large scale civic events including preparation of risk assessments, event delivery and participation in programme evaluations seeking continuous improvement opportunities.
8. Demonstrated ability to communicate knowledge and understanding of Work Health and Safety (WHS) responsibilities to ensure that work practices and the services delivered within CPAC meet statutory and corporate Work Health and Safety requirements.
9. Demonstrated high level interpersonal communication skills with a diverse client group including engagement, liaising, consulting and resolving conflict to enable successful delivery of both professional and non-professional performances and large scale civic events.
10. Demonstrated high level experience in managing infrastructure projects and asset management plans.
11. Demonstrated experience in training and supervision of technical theatre staff and contractors.
12. Demonstrated ability to develop solutions to complex problems and capacity to work both independently and in a small dynamic team environment.
13. Sound working knowledge of CAD programs and lighting design software, for example Vector.

### Highly Desirable

1. Experience working in a local government environment.
2. Knowledge of contemporary arts and performance practice.
3. Holder of the following;
  - Rigger or scaffold erection qualification
  - Elevated work platform ticket.
  - Fire Warden
  - First-Aid Certificate
  - Current Class C driver's licence

## SIGNATURE

### Employee

Full Name:

Signature:

Date: