

Civic Theatre Newcastle

Duties Statements Technical Services

Last reviewed: 23 March 2021 DOH

LTCA	Position	Duties
2	Bump in Crew	<p>Responsible for undertaking basic bump in / out duties and working under direct supervision. Tasks including:</p> <ul style="list-style-type: none"> - Unloading / loading trucks - Rolling cables - Undertaking manual handling tasks - Setting up theatrical equipment under direction - Venue set up under direction - Venue & equipment maintenance - Maintaining a safe workplace, following all WHS procedures & policies <p>Previous Experience:</p> <ul style="list-style-type: none"> - Some practical experience working in a theatrical or events environment. <p>Qualifications Required:</p> <ul style="list-style-type: none"> - NSW Working With Children Check - All Mandatory CN training packages
3	Stage Crew <p>Stage crew roles:</p> <ul style="list-style-type: none"> • Technician • Stage Door • Show Mechanist • Floor Electrics • Follow Spot 	<p>Responsible for performing the duties as prescribed for a level 2, with the flexibility to work across multiple core areas, as well as specific theatrical tasks. Excellent levels of customer service with the ability to work in specific roles to meet our Hirer customer's needs.</p> <p>Tasks including:</p> <ul style="list-style-type: none"> - Stage Door Duties - Traffic Control - Unloading / loading trucks - Rolling cables - Undertaking manual handling tasks - Understanding of internal processes for tasks including, but not limited to: <ul style="list-style-type: none"> ○ Rigging & patching lighting fixtures ○ Loading counterweights ○ Setting up PA equipment ○ Setting up riser's and other scenic elements

		<ul style="list-style-type: none"> ○ Moving & tying drapes & curtains - Intermediate keyboard skills with experience in use of Microsoft Office suite and the windows workspace. - Maintaining a safe workplace, following all WHS procedures & policies <p>Previous Experience:</p> <ul style="list-style-type: none"> - Previous demonstrated experience working in a theatrical or events environment, with competence in one or more field as detailed above. <p>Qualifications Required (in addition to those of a Level 2):</p> <ul style="list-style-type: none"> - Working at heights awareness training - Operate EWP less than 11m (yellow card) & internal CN competency. - Internal site Emergency Evacuation induction as communications officer - Traffic Control
4	<p>Show Crew</p> <p>Operator roles:</p> <ul style="list-style-type: none"> • Lighting • Audio • A/V • Fly system (Internal competency) • Follow spot <p>Other Show Crew roles:</p> <ul style="list-style-type: none"> • Floor Electrics • Show Mechanist • Wardrobe <p>These roles are graded Level 4-6 depending on skill level and competency in one or several areas.</p>	<p>Responsible for performing the duties as described for a level 2 - 3, as well as working directly on a production in a technical role.</p> <p>Tasks including:</p> <ul style="list-style-type: none"> - Operation of lighting, audio, rigging or audio-visual systems within the Civic Theatre, Playhouse, City Hall and other sites as directed. - Problem solving skills in one or more of the above field. - Ability to accurately interpret theatrical plans & drawings as well as plots & patch sheets. - Wardrobe tasks including washing and dressing. - Ability to generate basic documentation including patch sheets, show plots and stage plans. - Promote a safe workplace, following all WHS procedures & policies and actively participating in the generation of risk assessments, SWMS and other WHS documentation. - Lead team toolbox talks

		<ul style="list-style-type: none"> - Advanced keyboard skills with demonstrated experience in the use of Microsoft office suit, the windows workspace and ability to find document and applications within a corporate network. <p>Previous Experience:</p> <ul style="list-style-type: none"> - 2 years previous demonstrated experience working in a theatrical or events environment, with Operator or other Show Crew role competence in one or more field. <p>Qualifications Required (in addition to those of Level 2-3):</p> <ul style="list-style-type: none"> - Internal competency for Fly Tower if undertaking flying or rigging activities
5	<p>Show Crew Supervisor</p> <p>Operator:</p> <ul style="list-style-type: none"> • Lighting • Audio • Fly system (Internal competency) <p>Other Show Crew roles:</p> <ul style="list-style-type: none"> • Floor Electrics • Show Mechanist • Wardrobe <p>These roles are graded Level 4-6 depending on skill level and competency in one or several areas.</p>	<p>Responsible for performing the duties as prescribed for a level 2 - 4, as well as working directly on a production or event with the supervision of other staff.</p> <p>Tasks including:</p> <ul style="list-style-type: none"> - skilled operation of lighting, audio, rigging or audio-visual systems within the Civic Theatre, Playhouse & City Hall. - Advanced problem-solving skills in one or more of the above areas as well as the ability to assist others to problem-solve. - Lead and model best practice technical services to other staff. Guide and assist less experienced team members - skilled wardrobe tasks including complex repair work both hand & machine needle work. - Ability to generate advanced plans & drawings as well as plots, patch sheets and other show related documentation. - Actively lead others in a safe workplace following all WHS Policies & Procedures. - Generate risk assessments & SWMS for all tasks undertaken by the employee. <p>Previous Experience:</p> <ul style="list-style-type: none"> - Demonstrated experience in the operation of multiple or all of the following fields or equivalent where technology changes: <ul style="list-style-type: none"> ○ DiGiCo SD series & Midas M series audio consoles

		<ul style="list-style-type: none"> ○ Demonstrated experience in the selection and deployment of audio components for a system including microphones, speakers and processing. ○ ETC EOS Series lighting consoles ○ Demonstrated experience in the design of lighting rigs for a specified performance, including use of both conventional, intelligent & moving fixtures. ○ Single purchase counterweight flying systems ○ QLAB vision systems <p>Qualifications Required (in addition to those of Level 2-4):</p> <ul style="list-style-type: none"> - Internal competency for Fly Tower if undertaking flying or rigging activities.
6	<p>Show Crew Supervisor</p> <p>Operator:</p> <ul style="list-style-type: none"> • Lighting • Audio • Fly system (Internal competency) <p>Other Show Crew role:</p> <ul style="list-style-type: none"> • Wardrobe • Accredited Rigger (High Risk Work License class DG, RB, RI, RA) <p>Duty Technician (if meet level 6 but not all 7 requirements)</p>	<p>Responsible for taking a lead role in the technical operations of one or more performances within the Civic Theatre, Playhouse, City Hall or other sites as specified. Delivers an exemplary level of customer service and technical expertise. Able to undertake the duties as prescribed for a Level 2-5.</p> <p>Tasks including:</p> <ul style="list-style-type: none"> - Consult with clients in pre-production to deliver key objectives of the productions technical outcomes including design of rigging, lighting, audio, audio-visual and staging - Design & operate lighting systems within the venue to deliver outcomes as requested by touring productions or venue clients, including analysis prior to the event, lamp placement, cable management, resourcing, programming, and operation. - Design & operate audio systems within the venue to deliver a seamless performance result for touring productions and venue clients, including input and output selection, system layout, patching, routing, processing acoustic balance within the sound space. - Operate rigging equipment in accordance with industry & venue safety guidelines. - Design and generate documentation specific to the production and role of the employee, including: <ul style="list-style-type: none"> ○ Hanging plots

		<ul style="list-style-type: none"> ○ Rigging plans ○ Lighting designs (drawings) ○ Audio designs (signal path, speaker & microphone placement) ○ Patch sheets ○ Task & production specific Risk Assessments & SWMS ○ Scale drawings <ul style="list-style-type: none"> - Lead and model best practice technical services to other staff, guide and assist less experienced team members <p>Previous Experience:</p> <ul style="list-style-type: none"> - Demonstrated advanced levels of problem solving in a range of technical fields. - Ability to diagnose faults in complex systems and implement remedies in a timely manner. <p>Qualifications Required (in addition to those of a Level 2-5):</p> <ul style="list-style-type: none"> - Internal Fly Tower competency assessment
7	Duty Technician	<p>Responsible for overseeing the Back of House & technical operations across one or multiple venues whilst working autonomously, liaising with key stakeholders, and managing competing priorities to deliver performances.</p> <p>Tasks including:</p> <ul style="list-style-type: none"> - Operate as a central point of contact for clients and production crew within the Civic Precinct. - In the event of an emergency, taking responsibility for all customers and staff, making the decision to stop events and follow emergency management plans as necessary. - Staff management - Generation of production reports - Assisting with timesheets - Rostering of staff to cover absences or to adapt changing production requirements. - Ability to operate a range of technical systems including:

		<ul style="list-style-type: none"> ○ Lighting ○ Audio ○ Flying / Rigging ○ Building Management <ul style="list-style-type: none"> - Advanced problem-solving skills across the above areas. - Oversee Christie Street during productions in conjunction with other precinct stakeholders to manage competing priorities and deadlines. - Lead venue or multi-venue toolbox talks - Generation of documentation including: <ul style="list-style-type: none"> ○ Risk assessments ○ SWMS ○ Production reports ○ Cost sheets - Oversee WHS for multiple teams in a dynamic environment including awareness of CN WHS processes and procedures relating to all building matters including chemical, manual handling, inspections, reporting and investigation. - Assist in the recruitment, induction & training of new team members, as well as reporting on the skill level of others within the team wishing to advance. <p>Previous Experience:</p> <ul style="list-style-type: none"> - 2 years demonstrated experience working as an active member of the Civic Theatre Newcastle team across a range of productions, roles and events or significant prior industry experience in a similar role. - Outstanding ability to articulate both verbally & written as well as an ability to explain complex problems to others to achieve desirable outcomes. <p>Qualifications Required (in addition to those of Levels 2-6):</p> <ul style="list-style-type: none"> - Chief warden training - Internal site Emergency Evacuation induction as chief warden
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