

Position Description

CORPORATE INFORMATION

Position title	Theatre Technician		
Directorate	Corporate and Community Services	Branch/Section/Unit	Gympie Venues and Events (GVE)
Position number	1544	Level	Theatre Technician
Award	Queensland Local Government Industry (Stream B) Award – State 2017 Division 2, Section 6		
Line Manager	Coordinator – Technical and Production Services		
Direct reports	Nil		
Indirect Reports	Nil		

SCOPE OF POSITION

Position Summary/Key Responsibilities of the Role

- Set up and operate professional technical equipment including audio, AV and lighting consoles on specific events both within Council venues and Council-managed events, as rostered.
- Maintain the highest quality of customer service in relation to technical aspects of Council events, activities, and venues.
- Maintain the highest level of Workplace Health and Safety standards as set by Council.
- Liaise directly with clients on event day to ensure smooth running of the production/performance and conduct client preshow briefings and site inductions.
- Conduct maintenance duties on technical equipment and within the Gympie Civic Centre and the Pavilion as required.
- Assist facility user groups with the effective delivery of their programs, events or services.
- Maintain a good relationship with all other departments in Council.
- Participate as an effective team member.
- Undertake any other duties as are reasonably within the limits of the employee's skills, competence and training.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained.

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Desirable Licence/Competency (Ticket) Requirements

- Riggers Licence
- First Aid Certificate
- Blue card
- EWP Ticket
- Test & Tag Ticket

Essential Knowledge/Skills/Qualifications Criteria

- Have a sound knowledge of the day to day operation of a theatrical venue.
- Be able to work both as a part of a team and independently.
- Demonstrated abilities in the setup, use and maintenance of lighting, sound, audio visual equipment within the guidelines of the equipment.
- Excellent communication skills especially in giving and receiving verbal and written directions.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- An ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an object or equipment.
- An ability to occasionally lift or carry objects or equipment up to 25kg.
- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

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To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Accountable – we take responsibility for our actions. We will be accessible and fair.

Consistent – our actions will reflect Council's guidelines and practices at all times.

Appreciative – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative – we will keep people informed, consult with the community and will actively listen to and respond to their input.

Respectful – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

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POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.