

Position description

Theatre Technician	
Division:	Liveable Communities
Department:	Growth Economic Development and Tourism
Reports to:	Theatre Manager
Number of direct reports:	Nil
Location:	Manning Entertainment Centre
Grade:	5
Employment status:	Casual
Hours of work:	Casual
Date approved:	13 July 2021

Our Mission

"We deliver benefits for our community in a way that adds value and builds trust".

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

This position sits within the Growth Economic Development and Tourism section and is responsible for delivering high quality production services for performances at the Manning Entertainment Centre and other Council venues and events.

The objective of this position is to assist touring professional producers and local community producers to present the best possible performances for local audiences. Theatre Technicians are expected to develop proficiency across all elements including lighting, sound, stage management and fly tower operations. Theatre technicians may also be required to complete other duties such as Box Office, Merchandise Sales, Duty Manager or other Front of House roles. The position requires work outside of core business hours and may require travel to other Council venues to assist with productions or events.

Key Accountabilities & Duties

- Deliver professional lighting, sound, stage management and other production services for the Manning Entertainment Centre
- Deliver professional customer services and complete various Front of House tasks required
- Ensure compliance with Manning Entertainment Centre policies and procedures, including Workplace Health and Safety
- Report all production issues and concerns promptly to the Supervisor
- Work proactively to ensure the safe and professional operation of the Manning Entertainment Centre and its reputation
- Be available for after hours and weekend work.
- Contribute to the delivery of organisational outcomes and the Growth Economic Development and Tourism Operational Plan.
- Provide a high level of customer service to the community, internal customers and other stakeholders.
- Ensure that appropriate risk management processes are embedded and applied to all work activities.
- Work collaboratively with others to deliver quality outcomes.
- Ensure compliance with relevant legislation and statutory requirements.
- Support and contribute to a culture of continuous improvement.
- Other duties within the employee's skill, competence and training as directed and in accordance with the Local Government (State) Award.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.

Selection Criteria

1. Broad experience in the operation of lighting and audio equipment for live performance.
2. Understanding of live theatre procedures and traditions.
3. Demonstrated commitment to Workplace Health and Safety, particularly as it relates to a live performance venue.
4. Ability to troubleshoot, work as part of a team and resolve problems under pressure.
5. High level interpersonal skills and delivery of high-quality customer service.
6. Willingness to work long days, weekends and nights.
7. NSW Construction Induction Card (White Card), Recognised Working at Heights Training, Working With Children Check.





8. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
9. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
10. Current Class C Drivers Licence

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
	Communicate and Engage	Intermediate
 Relationships	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
	Think and Solve Problems	Intermediate
 Results	Create and Innovate	Intermediate
	Deliver Results	Foundational
	Plan and Prioritise	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☒ No ☐

Is a criminal record check required for this position?

Yes ☐ No ☒