

Position description

Senior Theatre Technician

Division:	Community Spaces and Services
Department:	Growth, Economic Development & Tourism
Reports to:	Theatre Manager Manning Entertainment Centre
Number of direct reports:	Nil
Location:	Taree – Manning Entertainment Centre
Grade:	5
Employment status:	Full Time
Hours of work:	35hours
Date approved:	May 2019

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 oversees technical requirements for productions at Manning Entertainment Centre. The position is responsible for the safe and professional delivery of technical production services to hirers, producers and audiences.

This service may operate 7 days / week and staff may be required to work hours outside core business hours including weekends.

Key Accountabilities & Duties

- Liaise with all incoming productions to ensure that technical needs are met.
- Operate and maintain the MEC sound, lighting and staging systems to achieve industry standard performance.

- Schedule and supervise casual technical staff.
- Build the capacity of casual technical staff to ensure the delivery of high quality productions.
- Provide casual staff with relevant technical plans and information for each production.
- Ensure internal reports and communications are completed and actioned for each performance.
- Provide support to other MEC staff when required, including but not limited to general administration and customer service support.
- Maintain WHS procedures and inductions, monitor compliance by staff, contractors and hirers.
- 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.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria





1. Sound knowledge of the live theatre industry and understanding of all production elements including but not limited to lighting, sound, set construction, rigging.
2. Sound knowledge of WHS requirements in a live theatre environment.
3. Experience in staff supervision.
4. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
5. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
6. 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.

The Local Government Capability Framework is available at: <https://www.lgnsw.org.au/capability>.

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	Intermediate
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	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 ☐