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| <b>Position Title</b>         | <b>THEATRE TECHNICIAN</b>                                 |
| <b>Position No.</b>           | <b>P5551</b>  |
| <b>Department</b>             | <b>Community, Cultural and Economic Development</b>       |
| <b>Branch</b>                 | <b>Community and Cultural Services</b>                    |
| <b>Section</b>                | <b>Community Facilities</b>                               |
| <b>Team</b>                   | <b>Technical Services</b>                                 |
| <b>Award Stream and Level</b> | <b>Civic Centre Employees Certified Agreement Grade 3</b> |
| <b>Review Date</b>            | <b>July 2021</b>  |

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| <b>Our Purpose</b> | Together we proudly enhance the quality of life for our community.                                     |
| <b>Our Values</b>  | Underpin behaviours that support and enable us to work constructively together to achieve our purpose. |

**1. PRIMARY ROLE:**

Assist the Operations and Technical Manager in delivering Ipswich Civic Centre technical and production services in a professional and efficient manner, ensuring delivery of customer focussed industry best practice service to venue users.

**2. ORGANISATIONAL STRUCTURE:**

This position reports to the Operations and Technical Manager.

**3. KEY RESPONSIBILITIES:**

- 3.1 Act as the key client contact and provide excellence in hirer, performer and technical support including safety inductions, record keeping and service delivery.
- 3.2 Assist the Operations and Technical Manager to coordinate delivery of technical and production services to ensure the achievement of established customer service standards within financial constraints, including, but not limited to:
  - assisting with the development of new business and retention of the existing client base;
  - negotiating the level of service to be provided to users of the centre; and
  - assisting the Operations and Technical Manager with development of contract documentation including relevant quotes/estimates.

Our Values:



COLLABORATION



COMMUNICATION



INTEGRITY



EFFICIENCY



LEADERSHIP

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- 3.3 Contribute to all facets of event planning including the preparation of specific computerised event plan layouts and sourcing equipment.
- 3.4 Monitor and maintain workplace health and safety requirements, including site inductions and technical training programs in relation to the use of Civic Centre venues and equipment.
- 3.5 Supervise and assist in the rigging, physical bump in and bump out of productions, and maintenance of the back of house to ensure clean and safe workplace.
- 3.6 Assist and deliver the setup and operations of sound, lighting, audio visual and staging equipment line with industry standards and provide advice in order to enhance projects.
- 3.7 Assist with the maintenance of all technical and production equipment, building services and operational procedures and general venue operations including the setup of rooms and theatre seating as required.
- 3.8 Comply with all corporate and specific Civic Centre policies, procedures and operational requirements including use of Council's corporate systems.
- 3.9 Perform any other duties that are reasonably within the competency, skills and training of incumbent as may be directed from time to time by the position's supervisor.

#### **4. CORPORATE EXPECTATIONS:**

- Employees are expected to be familiar with and comply with the Code of Conduct and Council policies and procedures.
- Employees are expected to be familiar with and comply with the Human Rights Act 201 and make decisions in a way that is compatible with Human Rights.
- The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons. Additionally, it is the responsibility of the incumbent to:
  - Participate in planning, hazard identification and risk assessment of work activities
  - Report any new work hazard(s) to your supervisor Undertake work only for which you are competent and skilled
  - Question any actions or decisions that you think are unsafe
  - Follow documented work instructions, control measures and procedures
  - Actively participate in all training provided
  - Correctly use and maintain PPE provided Protect yourself, your colleagues and others
  - Consider safety every day.
- Employees are expected to be familiar with and follow the spirit and content of Council's Diversity and Inclusion Strategy where people feel valued and respected and ideas and perspectives are sought out.

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**5. QUALIFICATIONS:**

**Mandatory:**

- Qualifications and/or extensive experience in theatre lighting, sound and/or audio-visual equipment.
- A current Queensland "C" Class drivers' licence.
- Working with Children Check – Issue of Blue Card and Positive Notice Letter (issued by the Queensland Government) or Exemption Card.

**Desirable:**

- Riggers Certificate
- Elevated Work Platform Certificate.

**5A. ADDITIONAL FACTORS**

The incumbent will be required to work flexible hours and undertake duties out of hours as required from time to time.

The incumbent will be supplied with and required to wear at all times whilst on duty, the approved Technical Services uniform.

**6. SELECTION CRITERIA:**

- 6.1 Demonstrated experience in the operation of theatre technical systems including audio, lighting, audio visual and staging equipment.
- 6.2 Substantial skills in the area of mechanical and staging systems, including counter-weight fly systems, within the performing arts industry.
- 6.3 Substantial organisational skills with experience in ensuring quality outcomes, effective time management and meeting defined budgets.
- 6.4 Ability to give direction to, and basic supervision over, technical operational staff and casual crews.
- 6.5 Satisfactory written and oral communication, negotiation and facilitation skills to liaise with a diverse client base.
- 6.6 Sound general administration and computer skills specifically in specialist theatre and venue hire software.
- 6.7 Demonstrated ability to provide high level customer service skills.