

# Position Description

## Theatre Technician

Multi Campus

January 2024

### RELATIONSHIPS AND NETWORKS

#### LEAD BY

- Technical Operations Coordinator
- Property Manager

#### COLLABORATES WITH

- Technical Operations Coordinator
- College Technician
- Pakenham Performing Arts Technician
- Heads of Performing Arts Berwick and Pakenham campuses
- Heads and Deputy Heads of Section
- Tech Teams Berwick and Pakenham
- Technical Support Staff
- External Companies/Contractors (ITE, Hire Groups)
- Event Manager
- Other teams in the College
- WHS Officer

#### LEADS

- N/A

#### EXTERNAL GROUPS

- Parents/Guardians
- External Hirers
- Suppliers
- Visitors

#### POSITION CONDITIONS

This is a casual role that will work across both Berwick and Pakenham campuses.

Conditions of employment are as per the Beaconhills College General Staff agreement 2023-2025 (incorporating the terms of the Educational Services (General Staff) Award 2020, Beaconhills' policies, procedures, and the letter of offer.

Hours of work are coordinated based on the College events occurring during the week, after hours and weekend work may be required based on venue hire bookings and individual events this work will be monitored and approved by the Property Manager.



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No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and the classification criteria of the Education Services (Schools) General Staff Award 2020.

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#### REFERENCE DOCUMENTATION

- *Staff Code of Conduct*
  - *College Policies and Practices*
  - *Facility Maintenance Schedules*
  - *Technical Equipment handbooks, operating procedures and associated equipment warranties*
  - *Critical Incident and Business Continuity Plan*
  - *Staff Handbook*
  - *Security Policy*
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### PRIMARY PURPOSE OF THE POSITION

The Theatre Technician will perform technical duties for Beaconhills College Performing Arts Centres and other College facilities as required. Delivering outstanding technical and customer services to all internal and external clients of the Tony Sheumack Centre for Performing Arts, and Lois Maghanoy Centre for Performing Arts. The Theatre Technician will support the delivery of all programs and events within the Performing Arts Centres and other College Facilities as required under the direction of the Technical Operations Coordinator. This role may also deputise for the Technical Operations Coordinator as the Technical Supervisor on external hire events.

This is a vital role in supporting our staff, students and external users in achieving the desired outcomes within the scope of the theatre and other related venues. This role will assist in the safe operation and maintenance of theatre lighting, audio, rigging, video projection and related equipment and systems used in support of staging musical productions, drama productions, music concerts, dance, school assemblies, cultural events, meetings, conferences and related events. Ensuring that all activities are conducted in line with the Colleges operating procedures and OHS and other compliance requirements.

### KEY RESPONSIBILITIES FOR THE POSITION

- Work as part of a team with the Technical Operations Coordinator and be able to step in the role of a Lead Technician when required.
- Support includes but is not limited to assisting with the pre-rigging of the venue, programming of audio equipment, lighting equipment, video projector, IT equipment and other technical systems to suit the technical requirements of scheduled events.
- Assisting with efficiently packing down of technical and staging equipment and any exhibitions or Front of House display components of events.
- Provide support for college events or external client's technical operations in the theatre, by operating the technical equipment (lighting, audio, fly system and audio-visual equipment) as required during rehearsals, conferences / events and performances.
- Take all reasonable care in the performance of his/her duties to prevent injuries to themselves or others including members of the public.

- May also be responsible for providing on-the-job training and supervising and directing other staff or students for a specific shift, as directed.
- As required, supervise students (student Tech Crew) working in the production and technical areas and ensure their work is done in a safe manner.
- Perform other related duties as required to address theatre needs and changing theatre practices, including maintaining school protocols for the use of the PAC and its security.
- Deliver excellent customer service, developing strong and positive relationships with stakeholders to ensure a high level of delivery satisfaction with both internal and external clients.

#### Occupational Health and Safety & Compliance

- In the rare occasion of being the Supervising Technician, Act as the Chief Fire Warden for the Tony Sheumack Centre for Performing Arts or the Lois Maghoney Centre for Performing Arts as required.
- Maintain awareness of health and safety regulations specific to the spaces and equipment used.
- Regularly update and advise all users (including students) of the theatre and event spaces on the safe use of the area and equipment.
- Assist the Manager in providing safe workplace induction training for users of the theatre and performance space and document this appropriately.
- Undertake proactive maintenance tasks at the Tony Sheumack Centre for Performing Arts and Lois Maghoney Centre for Performing Arts, ensuring they are always well presented and comply with relevant statutory requirements.
- Assist the Technical Operations Coordinator and contribute to the planning and delivery of the annual maintenance periods and safety checks of all technical equipment, machines, fixtures and fittings.
- Play a key role to ensure a safe and efficient workplace environment by monitoring equipment and reporting, repairing, or removing any faulty equipment or hazards in a timely manner under the supervision and guidance of the Technical Operations Coordinator
- Follow prepared risk assessments for individual events for the theatre and event spaces
- Ensure that all College policies, procedures, systems and work practices are implemented and adhered to
- Act in a professional manner at all times while performing duties for and/or representing Beaconhills College in accordance with the Staff Code of Conduct.

## QUALIFICATIONS

The successful application must hold (or be in the process of obtaining):

- A Current Employee Working with Children Check
- A current *National Police Check* (NPC) valid within 12 months
- A current first aid certificate (or a willingness to obtain)
- A suitable qualification in Performing Arts Technical Production/Technology with relevant industry experience or extensive practical experience in multiple aspects of theatre technology/theatre operations and event delivery in a professional theatre/venue environment.

*The following qualifications/licences would be advantageous:*

- Victoria Driver's Licence and an EWP (Electronic Work Platform)

- OHS basic training and application within a Theatre environment
- Fire Emergency Warden Training certificate
- Riggers Certificate
- Elevated heights, scaffolding and elevated work platform licence
- Electrical test and tag ticket

## COMPETENCIES

- Industry experience, knowledge and skills in the following areas; lighting, sound, audio-visual stock and equipment, stage management, rigging, fly and orchestra pit and safety systems.
- Technical competencies in the following areas;
  - Stage Operations* - stage management, fly systems and scenery
  - Lighting design and operation* - rigging, patching and focusing lights
  - Audio engineering* - video and audio visual
  - Systems management* - Orchestra Pits and safety systems
  - Multi media works* - Streaming, Video production

Ability to interpret detailed theatrical plans and stage plots
- College Systems specifications:
  - Video** - Blackmagic Video Systems, Epson, NEC and SMART AV systems
  - Live Streaming** - YouTube live, Zoom, MS Teams & OBS in Windows and Mac environments.
  - Audio** - Allen Heath Digital mixing consoles and Sennheiser wireless microphones on Dante, ethernet or analogue infrastructure.
  - Lighting** - ETC Lighting consoles and DMX and ethernet lighting infrastructure
- Experience in the technical set up, operation and demands of event delivery within an education setting, functions, performances and corporate events, conferences and seminars.
- Ability to cope with pressure situations and meet constant deadlines without the need for direct supervision.
- Confidence administering first aid (experience desirable)
- Knowledge of Occupational Health and Safety practices and procedures in relation to manual handling and working in a Theatre setting. The issues and requirements of working within a Theatre and a demonstrated ability to work within the required practices and procedures.
- A commitment to the provision of high-quality customer service.

## SELECTION CRITERIA

- Possess excellent interpersonal and communication skills, including the ability to interact effectively with a range of customers, including parents, students, staff, external customers and suppliers.
- Evidence of the capacity to work professionally, independently or within a small team of staff and hirers in a cooperative and courteous manner.
- Demonstrated excellent organisational and time management skills with strong decision-making, problem solving and analytical skills, during a high-pressure activity period for example preparing for bump in and bump out of events simultaneously.
- Knowledge of Occupational Health and Safety issues and requirements and a demonstrated ability to work within the required practice and procedures.
- Understanding and experience working within a school environment or familiarity with the operation of schools desirable



## PHYSICAL CAPABILITIES

- Capacity to be able to move heavy items around such as removable auditorium seating, tables and chairs, lighting and audio equipment.
- Ability to assist with the loading and unloading of sets and equipment required for performances and maintenance.
- Ability to undertake maintenance and set construction duties which may require kneeling and bending.
- Capacity to, on occasion, lift items unspecified in weight within individual limits.
  
- Sitting (frequent 34-66%)
- Standing (frequent 34-66%)
- Walking (frequent 34-66%)
- Talking (frequent 34-66%)
- Listening (frequent 34-66%)
- Steps/stairs (frequent 34-66%)
- Carrying (frequent 34-66%)

## WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management.
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation.
- Participate in consultation, meetings, training and other health and safety activities where required.
- Ensure only authorised, adequately trained staff undertake assigned tasks.
- Take reasonable care for personal health and safety and the health and safety of others in the workplace.

## CHILD SAFETY STATEMENT

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's *Child Safe Policy* and *Code of Conduct*, which are available on our website [here](#). Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, criminal record checks, *Working with Children Check* (WWC Check) and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.



