

Senior Theatre Technician

POSITION DESCRIPTION



Position Number:	2383
Department:	Community Services
Section:	Communities and Culture
Unit:	Major Venues
Position Status:	Permanent Full Time
Classification:	Major Venues Level 4 – Rockhampton Regional Council Certified Agreement 2018 – Internal Employees
Reports To:	Supervisor Production and Technical Services
Revised:	July 2019

General Position Statement

This position supports Council's direction by providing technical support in a professional and efficient manner, ensuring the delivery of a customer focused, industry best practice service to venue hirers and users.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Provision of quality technical and production services to venue hirers, clients and internal customers within the unit, or more broadly across Council & its areas of service.
- Ensure operation and maintenance of technical and stage equipment is in accordance with the relevant industry standards.
- Oversee and liaise with other Council departments and contractors, in regards to building maintenance, compliance, repairs and renovation projects.
- Provide expert advice to hirers, clients and other departments in relation to technical services at venues.
- Assist the Supervisor with training, supervision and coordination of lower classified officers, including volunteers and hirer's personnel as required.
- Maintain and update the mechanical systems inventory of supplies and equipment as well as inspection and maintenance records.
- Assist and supervise staging crew during bump in/out and operation of flying systems for shows.
- Act as duty technician for events.
- Ability to provide multi skilled production services including audio, lighting & AV as required.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated experience in a Theatre Technician role including experience in the operation of technical and stage equipment within a major venue.
- Proven ability to read technical drawings and plans including knowledge of scenery and prop installation and associated troubleshooting, and understanding of various types of tools, set construction materials and construction processes.
- Strong leadership skills with ability lead and/or supervise teams and ensure the delivery of outcomes across multiple event venues within the required timeframes.
- Proven time management skills with ability to manage projects, resolve problems and work well under pressure and within tight timeframes.
- Demonstrated understanding of relevant workplace health and safety policies and procedures with experience undertaking risk assessments and contribute to the ongoing development and improvement of safety systems.
- Proven interpersonal and team skills with ability to work collaboratively with community groups and volunteers and provide a quality customer service to clients.
- Ability to effectively operate the Microsoft Office suite and relevant computer systems (eg. Finance One, ECM) and ability to quickly gain knowledge of relevant policies, procedures and processes.

Qualifications

- Qualifications and/or demonstrated experience in the operation and maintenance of all theatre and event technical systems specialising in the operation of staging elements & flying systems.
- Blue Card for working with Children and Young People. This position falls under the definition of regulated employment in the *Working with Children (Risk Management and Screening) Act 2000* and as such, persons seeking engagement in this position must undergo screening checks under the blue card system administered by the Department of Justice and Attorney-General.
- Intermediate Rigging – RI High Risk Work Licence or willingness to obtain.

Desirable Qualifications and Experience

- Qualifications in Certificate III Live Production and Services or similar with a minimum of two years' experience.
- Previous experience working in a multi-discipline outcome focused technical team with a commitment to multi-skilling & cross discipline support.
- First Aid Certificate.
- Elevated Work Platform Operator Licence Yellow Card Scissor Lift (SL) and Mast Lift (ML) required.
- Licence to operate a boom-type elevating work platform (boom length 11 metres or more).
- Hold a Construction Industry Induction (White Card).
- Work Safely at Heights Certificate.

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Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council.

Work Environment and Physical Demands

- This position is an indoor and outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 25kg, repetitive bending, kneeling, twisting and/or squatting, working in confined spaces, and working at heights.
- Should the requirement to work in confined spaces be a mandatory requirement of this role, the absence of facial hair below eye level is necessary to ensure an appropriate facial seal when using routine or emergency breathing apparatus.
- For plant operations there is a maximum seat rating for tip trucks of 120kg and Semi tippers of 150kg.

Additional Requirements

- Ability to work in an office environment and at a range of venue sites.
- Ability to work at weekends and outside normal business hours.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	