



Position Description

As At 07-Mar-2017

Position Title:	PAC Theatre Technician
Position Code:	1432
Department:	Community Wellbeing
Business Unit:	Emergency Management
Work Group:	Performing Arts
Position Classification:	Band 3
Effective Date:	September 2014

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

1.0 Position Objectives

- 1.1 To provide assistance with technical operations in the Wangaratta Performing Arts Centre including stage operations, lighting, sound, audio visual, mechanist, room set ups, cleaning and wardrobe duties.

2.0 Key Responsibilities

- 2.1 Assist with the pre-rigging of the venue to suit the technical requirements of scheduled events in accordance with customer requirements.
- 2.2 Take all reasonable care in the performance of his/her duties so as to prevent injuries to him/her or others including members of the public.
- 2.3 Assist with bump in and bump out of scheduled events.
- 2.4 Operate lighting, audio and audio visual equipment as required during rehearsals, conferences / events and performances.
- 2.5 Report all injuries, accidents, incidents near miss and/or unsafe plant, equipment, machinery or conditions in the workplace.
- 2.6 May also be responsible for providing on-the-job training and supervising and directing other staff for a specific shift, as directed.
- 2.7 Set up and pack down of tables and chairs in function and meeting rooms as directed.
- 2.8 Ensure correct use and maintenance of all equipment, plant and machinery.
- 2.9 Identify and report workplace OH&S issues or relevant problems to the Team Leader.

3.0 Core Physical Requirements

- 3.1 Capacity to be able to move heavy items around such as removable auditorium seating, tables and chairs, lighting and audio equipment.
- 3.2 Ability to assist with the loading and unloading of sets and equipment required for performances and maintenance.
- 3.3 Ability to undertake maintenance and set construction duties which may require kneeling and bending.
- 3.4 Capacity to, on occasion, lift items unspecified in weight within individual limits.

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4.0 Accountability and Extent of Authority

- 4.1 This role is accountable to the Technical Coordinator for fulfilling the requirements of this position.
- 4.2 Accountable for providing a polite and courteous service to hirers and community members at all times.
- 4.3 Accountable for monitoring activities and informing senior staff of any unsafe or inappropriate equipment or actions of persons within their working area.

5.0 Judgement and Decision Making

- 5.1 Most tasks undertaken will be carried out within established procedures and practices, but may be called on to utilise some personal judgement, and operate complex equipment.
- 5.2 Guidance and advice is always available and the incumbent is required to seek guidance from senior staff in circumstances where they do not know the answer themselves.

6.0 Knowledge and Skills

6.1 Specialist Knowledge and Skills

- 6.1.1 Skills in operating lighting, sound and audio visual equipment and in rigging, hanging, patching and focusing lights.
- 6.1.2 Knowledge of stage operations including stage management, lighting, audio, audio visual equipment and scenery.
- 6.1.3 Skills in audio engineering, lighting design, multimedia work, computer literacy, electronics and building industry knowledge.

6.2 Management Skills

- 6.2.1 Ability to work with staff and hirers in a cooperative and courteous manner.
- 6.2.2 Demonstrated skills in managing time and meeting work targets within required timeframes.
- 6.2.3 Skills in the first line supervision of staff, including providing on-the-job training.

6.3 Interpersonal Skills

- 6.3.1 Well developed communication skills and the ability communicate effectively and courteously with external and internal customers.
- 6.3.2 Ability to cope with pressure situations and meet constant deadlines without the need for direct supervision.

7.0 Qualifications and Experience

- 7.1 A suitable qualification or extensive practical experience in an aspect of theatre technology / theatre operations in a professional theatre / venue environment.
- 7.2 Experience in the technical set up and operation of corporate events, conferences and seminars.
- 7.3 Demonstrated commitment to future on the job professional development.
- 7.4 A current driver's license is desirable.
- 7.5 A current First Aid certificate is desirable.
- 7.6 Current Working with Children's Check.

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8.0 Key Selection Criteria

- 8.1 A suitable qualification or extensive practical experience in an aspect of theatre technology / theatre operations in a professional theatre / venue environment.
- 8.2 Experience in or extensive knowledge of stage operations including stage management, lighting, audio, audio visual, scenery, rigging, patching, and focusing.
- 8.3 Demonstrated ability to supervise staff, manage time, plan and coordinate tasks.
- 8.4 Well developed communication and personal presentation skills.
- 8.5 Knowledge of Occupational Health and Safety issues and requirements and a demonstrated ability to work within the required practices and procedures.
- 8.6 A commitment to the provision of a high quality customer service.
- 8.7 Current Working with Children's Check.

9. Authorisation

Authorised by: Director - Community Wellbeing

Date: _____

Employee's Signature

Date: _____