

TECHNICAL SUPERVISOR

Position Title:	Technical Supervisor
Salary:	\$65,000 + Super (based on experience)
Terms of Contract:	Full-time (76hrs/flexible fortnight) – Initial 12-month contract

Background

The Art House, Wyong Shire Performing Arts and Conference Centre (The Art House) is a performing arts centre. Located in Wyong town centre on the Central Coast NSW, The Art House is a catalyst facility for the region and supports local and touring professional and amateur arts as well as conferences and functions. Its program consists of hires, purchased productions and in-house productions.

The Art House comprises:

- a 500 seat Proscenium Arch Theatre with automated full fly tower
- a flexible Studio Theatre space with a 130 people seating capacity (and the ability to use the space for rehearsals, performance, functions and conferences)
- display foyer with café and bar
- box office
- catering facilities (including a commercial kitchen)
- a meeting room

PRIMARY FUNCTION

- Assist with coordination, management and execution of technical and production services to venue hirers and clients. Ensuring that all technical aspects of the venue and equipment are well maintained, and that client requirements are met satisfactorily with the facilities available.
- Work with Production and Operations Manager to ensure all operational aspects of the building including maintenance and compliance are met.
- To assist in the operation of all technical aspects pertaining to the use of the stage and the associated theatrical equipment, across all areas.
 - To safely and efficiently set-up, maintain and operate stage lighting, audio, video equipment and stage machinery.
 - Participate in the bump-in and bump-out of productions and events.
 - Assist with maintaining the Company's technical equipment and assets by carrying out repairs and maintenance as needed.

SUPERVISION	
Reporting to	Production and Operations Manager
Direct reports	Casual Technical Staff, on shows when in Duty Technician role, Maintenance Staff, Company/Client technicians and crew
ROLE	
Key Result Areas	Key Activities
Technical	<ul style="list-style-type: none"> • Operate the venue’s technical equipment, including staging, computerised power flying system, computerised lighting desk and audio desk, for events as required. • Work with Production and Operations Manager to oversee and coordinate all technical operations of the venue. • Co-ordinate the bump in, running and bump out of events in the venue as required • Effectively plan with clients and production staff to ensure staffing, technical requirements and access are understood, delivering safe and successful events. • Have a working knowledge of venue management systems, ensuring all technical discussion with clients concerning staging, staffing and ancillary equipment and consumables is documented in the system for the purposes of both client quotation and billing. • Liaise with event production personnel, including conducting client inductions and community training as required to ensure safe and optimal use of the venue’s equipment and facilities. • Maintain industry knowledge of best practice in house staging, mechanical, audio, lighting and AV equipment. • Ensure maintenance of the building, including all technical equipment, building, plant, and fixtures/fittings, is completed to appropriate standards • To undertake other duties as required, this will include building maintenance • The ability to work effectively as part of the Technical team
Administration / Operations	<ul style="list-style-type: none"> • Ensure client/hirer requirements are met in a timely and efficient manner. • Provide accurate and timely cost estimates including reporting to assist event reconciliation. • Ensure operations fulfil the requirements of clients and are within budgeted costs. • Work with Production and Operations Manager to ensure efficient and effective day-to-day operation of the venue • Understanding of the Live Performance Award (MA000081) • Act in higher duties as Production and Operations Manager when required • Provide a consistently high level of service to our customers in a prompt and pleasant manner. Maintaining the highest ethical standards and confidentiality in dealing with our customers and each other. • Work within Work Health & Safety Acts, Regulations and Codes of Practice and ensure the Venue Risk Management Policy & Procedures are observed

	<p>and complied with.</p> <ul style="list-style-type: none"> • Participate in site inductions, develop and implement risk assessments and inspections as appropriate • Ensure adherence to the venue’s Equal Employment Opportunity and Privacy procedures and any other policies and programs. • Undertake other relevant duties as required
QUALIFICATIONS AND EXPERIENCE	
Selection Criteria	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrated previous experience in a technical services role in a performing arts environment and/or relevant tertiary qualification. • Demonstrated ability to operate a variety of staging, lighting and sound equipment including but not limited to computerised lighting desks, intelligent lighting fixtures, audio mixing consoles, audio visual equipment and power winch flying systems. • A strong knowledge of networked audio and lighting systems, including but not limited to DANTE and sACN / ArtNet protocols, and other TCP/IP based systems. • A strong understanding of the needs and requirements of a range of stage presentations and events • Demonstrated experience in supervising staff. • Demonstrated technical understanding and knowledge of work health and safety in a theatrical environment and identifying risk management processes. • Experience / understanding in building operational coordination of venues / facilities. • Demonstrated experience in managing time, setting priorities and organising work . • Excellent communication skills and attention to detail. • Strong administrative skills and computer skills. • Ability to interpret a CAD drawings. • Class C Driver’s License. <p>Desirable</p> <ul style="list-style-type: none"> • Licence requirements – EWP, Rigging, Electrical Test & Tag, Working at Heights (or willingness to obtain qualification). • Level 2 Workplace First Aid (or willingness to obtain qualification). • Experience with CAD programs <p>Note: Copies of the above listed Qualifications/ Licences / Certificates are required as evidence on appointment</p>
SKILLS AND CAPABILITIES	
Technical	<ul style="list-style-type: none"> • Skills in supervising and leading the work of staff and contractors and participating as part of a highly effective team. • Qualifications, knowledge and experience in the safe use of theatrical staging,

	<p>lighting, audio, rigging and flying operations and the maintenance of same.</p> <ul style="list-style-type: none"> • Strong administrative and computer skills.
Personal Attributes	<ul style="list-style-type: none"> • An ability to communicate with, and gain co-operation and assistance, from users, patrons, contractors, members of the public and other employees in operating the venue. • A commitment to providing the best possible outcomes for staff and customers consistently. • Ability to work effectively both independently and in a team environment. • Good level of written and verbal communication skills. • Ability to deal calmly and positively in a demanding customer service environment.
RELATIONSHIPS	
Key Internal Stakeholders	<ul style="list-style-type: none"> • Venue Staff
Key External Stakeholders	<ul style="list-style-type: none"> • Client technicians and artistic staff • Equipment/maintenance contractors
SPECIAL CONDITIONS	
Conditions of Employment	<ul style="list-style-type: none"> • The incumbent must submit to an annual Police Record and Working with Children Check • Conditions of employment shall be those as prescribed from time to time in the Live Performance Award. • The position will be required to work at weekends and evenings • Theatre Technicians are employed and under the conditions of the Live Performance Award • Ability to work at heights, in low light conditions, and required good level of fitness • Maintain a fully vaccinated status against COVID-19 or supply a supporting contraindication form completed by a medical practitioner. • Flexibility is essential as shifts may vary over the roster period, including day, evening and weekend work working a flexible 76 hour fortnight • Initial 12-month contract period

The above position description reflects the essential functions of the position at this time, however this list is not finite and duties may change as required.

Position Enquiries

Enquiries in relation to this position should be directed to:
 Tom Skelton – Production & Operations Manager
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