



## POSITION DESCRIPTION

<b>Position Title</b>	Senior Theatre Technician
<b>Position Code</b>	7235
<b>Business Unit</b>	Sustainability & Culture
<b>Work Group</b>	Wangaratta Performing Arts & Convention Centre
<b>Position Classification</b>	Band 4 Special
<b>Effective Date</b>	April 2026

### Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

### Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1. Position Objectives

**1.1** Providing a high level of customer service that delivers exceptional technical and audio visual services for performances, conferences, meetings and events held at the Wangaratta Performing Arts & Convention Centre (WPACC).

**1.2** To provide excellent technical operations in the venue including stage operations, lighting, sound, audio visual, mechanist, room set ups, cleaning and wardrobe duties for performances, conferences, meetings and events.

**1.3** To assist in the promotion, operation and ongoing development of the venue as a progressive & dynamic facility that fulfils the performing arts and cultural aspirations of the region and contributes to business activity.

## 2. Working Relationships

Reports to	WPACC Technical Team Leader
Supervises	No direct reports, but assists in coordination and supervision of Theatre Technicians

## 3. Key Responsibilities

### 3.1 Technical Management

**3.1.1** Undertake the set up and preparation and operation of the facility and necessary equipment for all events occurring within the centre and its associated venues.

**3.1.2** Support Technical Team Leader to ensure that all technical facilities, resources and requirements within WPACC meet both client and Council expectations while adhering to all relevant standards, codes, legislation and policies and procedures, with particular emphasis on OH&S compliance.

**3.1.3** In conjunction with the Technical Team Leader, liaise with users technical & production personnel to coordinate booking requirements and assist with venue setups for functions and events, and theatre pre-rigs, bump-ins, and bump-outs for scheduled shows and performances.

**3.1.4** Assist with the development and implementation of safe working procedures for all venue users and oversee compliance with Worksafe, OHS and industry safety standards for all users and staff under supervision.

**3.1.5** To act as duty theatre/venue technician for events/productions and undertake various hands-on duties and functions.

**3.1.6** - Operate lighting, audio and audio visual equipment as required during rehearsals, conferences / events and performances.

**3.1.7** - Ensure correct use and maintenance of all equipment, plant & machinery and assist with annual maintenance and upkeep of the Centres facilities, spaces, and equipment.

### 3.2 Maintenance

**3.2.1** Support and assist in the maintenance & upkeep of the Centre's facilities,

spaces & equipment in accordance with service programmes & manufacturer's recommended maintenance programmes & supervise or undertake such maintenance as necessary.

**3.2.2** Assist in the update and maintenance of the Venue Asset Register including technical / staging equipment, building, plant fixtures and fittings ensuring integration with Council's Asset Management Plan.

**3.2.3** Liaise with Council's Facilities team and Technical Team Leader to ensure timely & efficient maintenance of equipment is completed.

### **3.3 Management & Supervision**

**3.3.1** Effectively liaise with, and support users of the venue (theatre and conferences) and their stage, event and technical crews as the event duty technician.

**3.3.2** Support the delivery of on-the-job training and provide supervision and direction to staff during designated shifts and tasks, contributing to the smooth operation of WPACC and the needs of its hirers and users.

## **4. Core Physical Requirements**

**4.1** Capacity to drive a motor vehicle.

**4.2** Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.

**4.3** Ability to undertake a physically demanding and busy role including working in the dark, working at heights and working with loud noise.

**4.4** Capacity to be able to move heavy items around such as removable auditorium seating, tables and chairs, lighting and audio equipment.

**4.5** Ability to assist with the loading and unloading of sets and equipment required for performances and maintenance.

**4.6** Ability to undertake maintenance and set construction duties which may require kneeling and bending.

**4.7** Capacity to, on occasion, lift items unspecified in weight within individual limits.

## 5. Accountability and Extent of Authority

**5.1** Responsible for supporting the efficient and effective delivery of functions, events and performances by providing operational assistance and information to the Technical Team Leader and other senior staff.

**5.2** Responsible for monitoring equipment, facilities and venue spaces to ensure they are used appropriately, remain secure, and meet operational standards, and for reporting issues in line with established procedures.

**5.3** Responsible for monitoring activity in theatre spaces and promptly informing the Technical Team Leader or Venue Manager of any unsafe conditions, inappropriate behaviour or equipment concerns.

**5.4** Responsible for accurately handling financial transactions and resources within the scope of the role, and for following established financial and administrative procedures.

**5.5** Freedom to act is guided by established standards, procedures and instructions, with discretion applied in the interpretation of routine operational matters.

**5.6** Work is planned at least a week in advance and decisions typically affect a localised work area, specific tasks, or individual clients

## 6. Judgement and Decision Making

**6.1** Required to make decisions related to the day to day operation of the WPACC by selecting appropriate methods, processes or equipment from a range of established alternatives.

**6.2** Expected to resolve routine operational issues using sound judgement and problem solving skills within defined procedures and guidelines.

**6.3** Guidance and advice from the Technical Team Leader or Venue Manager is available when required, particularly for non routine or unfamiliar matters.

**6.4** Work objectives are clearly defined, and the incumbent has sufficient discretion to plan and organise their work at least a week in advance.

## 7. Knowledge and Skills

### 7.1 Specialist Skills and Knowledge

**7.1.1** Proficiency in operating lighting, sound and audio visual equipment, and in carrying out routine rigging, scenery installation and equipment setup in accordance with established procedures.

**7.1.2** Understanding of stage operations, including basic stage management processes and the use of lighting, audio, audio visual and scenic equipment relevant to venue activities.

**7.1.3** Ability to undertake routine maintenance and safety checks on equipment, fittings and fixtures to ensure their safe and effective use, and to report issues requiring technical attention.

**7.1.4** Proficiency in the use of standard computer applications, including Microsoft Office, and the ability to operate event management, lighting, audio and multimedia software as required.

**7.1.5** Experience assisting with audio, lighting and multimedia operations, with an understanding of relevant procedures, equipment and industry practices.

**7.1.6** Understanding of the role within the organisational context, including relevant policies, regulations, precedents and the goals of the unit and wider organisation.

### 7.2 Management Skills

**7.2.1** Ability to manage time effectively and to plan and organise one's own work to meet established objectives and deadlines.

**7.2.2** Basic knowledge of personnel practices and the ability to provide on the job training and guidance to employees under supervision when required.

**7.2.3** Understanding of Occupational Health and Safety principles and the ability to apply safe work practices in daily operations.

**7.2.4** Capacity to coordinate contractors such as performers, crew, hirers and staff in accordance with established procedures and under the direction of senior staff

### **7.3 Interpersonal Skills**

**7.3.1** An ability to gain co-operation and assistance from all users of the WPACC as well as other staff and contractors to achieve well defined objectives and productive outcomes for the unit.

**7.3.2** Well developed communication skills - particularly the ability to effectively liaise with professional and community users of the WPACC.

**7.3.3** Ability to be flexible and adaptive in a new and changing environment and to cope with pressure situations and meeting constant deadlines with limited direction in some instances.

## **8. Qualifications and Experience**

**8.1** A degree or diploma from an accredited organisation or equivalent, or several years of relevant technical experience in a professional venue environment, with a relevant OHS qualification.

**8.2** Demonstrated experience in a professional theatre or performing arts centre in successfully delivering the day-to-day operations including proficient skills in audio, visual and multimedia maintenance set up and operation.

**8.3** Experience Demonstrated experience in the technical set up and operation of corporate events, functions, conferences and seminars.

**8.4** Experience and understanding of the operational requirements of Occupational Health and Safety Issues within a performing arts and convention centre environment.

**8.5** Previous experience in staff leadership staff leadership, supervision, training and development to achieve targets to achieve targets, delivery quality customer service and successfully deliver technical operations and events.

**8.6** Current Working with Children Check

**8.7** National Police Check

**8.8** Level 2 First Aid Certificate

**8.9** Test & Tag License preferred

**8.10** EWP License preferred

**8.11** OH&S White Card preferred

**8.12** Victorian WorkCover endorsed Riggers and Dogging Certificates preferred

## **9. Key Selection Criteria**

**9.1** A degree or diploma from an accredited organisation or equivalent, or several years of relevant technical experience in a professional venue environment, with a relevant OHS qualification.

**9.2** Demonstrated experience in and extensive knowledge of stage operations including stage management, lighting, audio, audio visual, scenery, rigging, patching, focusing and maintenance.

**9.3** Well developed communication and personal presentation skills with a commitment to the provision of high-quality customer service and experience in the technical set up and operation of corporate events, functions, conferences and seminars.

**9.4** Experience and understanding of the operational requirements of Occupational Health and Safety Issues within a performing arts and convention centre environment.

**9.5** Previous experience in staff leadership and supervision managing a team of staff and volunteers, including the ability to motivate, train and develop to achieve targets, delivery quality customer service and successfully deliver technical operations and events.

**9.6** Developed computer and software skills including use of Microsoft Office Suite, Event Management, Lighting, Audio and Multimedia software.

**9.7** Ability to be flexible and adaptive in a new and changing environment and to cope with pressure situations and meeting constant deadlines with limited direction in some instances.

**9.8** Availability to work evenings and weekends is essential.

**9.9** Current Working with Children Check

**9.10** National Police Check

**9.11** Level 2 First Aid Certificate

**9.12** Test & Tag License preferred

**9.13** EWP License preferred

**9.14** OH&S White Card preferred

**9.15** Victorian WorkCover endorsed Riggers and Dogging Certificates preferred

**Authorised by: Director – Sustainability & Culture**

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**Date:**

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**Employee's Signature:**

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**Date:**

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