



## POSITION DESCRIPTION

<b>Position Title</b>	PAC Theatre Technician
<b>Position Code</b>	1432
<b>Directorate</b>	Sustainability & Culture
<b>Work Group</b>	Performing Arts
<b>Position Classification</b>	Band 3
<b>Effective Date</b>	January 2025

### 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. 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** To provide excellent technical operations and customer service in the Wangaratta Performing Arts & Convention Centre including stage operations, lighting, audio visual, mechanist, room set ups, cleaning and wardrobe duties for performances, conferences, meetings and events.

## 2. Working Relationships

Reports to	Technical Team Leader
Supervises	N/A

## 3. Key Responsibilities

**3.1** Pre-rigging of the venue to suit the technical requirements of scheduled events in accordance with customer requirements.

**3.2** 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.

**3.3** Bump in and bump out of scheduled events.

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

**3.5** Report all injuries, accidents, incidents near miss and/or unsafe plant, equipment, machinery or conditions in the workplace.

**3.6** May also be responsible for providing on-the-job training and supervising and directing other staff for a specific shift, as directed.

**3.7** Set up and pack down of tables and chairs in function and meeting rooms as directed.

**3.8** Ensure correct use and maintenance of all equipment, plant and machinery.

**3.9** Identify and report workplace OH&S issues or relevant problems to the Technical Coordinator.

**3.10** Annual maintenance and upkeep of Centre facilities, spaces and equipment

**3.11** Stage management and supervision of backstage spaces, crew and operations while clients are onsite.

## 4. Core Physical Requirements

**4.1** Capacity to be able to move heavy items around such as removable auditorium seating, tables and chairs, lighting and audio equipment, road cases, staging and performance equipment.

**4.2** Ability to undertake at times physically demanding and time reliant tasks including working in the dark, working at heights and working with loud noise.

**4.2** Ability to load and unload construction and operation of sets and equipment required for performances and maintenance.

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

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

## **5. Accountability and Extent of Authority**

**5.1** This role is accountable to the Technical Coordinator for fulfilling the requirements of this position.

**5.2** Accountable for providing a polite and courteous service to hirers and community members at all times.

**5.3** Accountable for monitoring activities and informing senior staff of any unsafe or inappropriate equipment or actions of persons within their working area.

## **6. Judgement and Decision Making**

**6.1** 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.

**6.2** Guidance and advice is always available, and staff members are required to seek guidance from senior staff in circumstances where they cannot find a solution themselves.

## **7. Knowledge and Skills**

### **7.1 Specialist Skills and Knowledge**

**7.1.1** Skills in operating lighting, sound, audio-visual equipment, stage rigging, scenery and equipment, electrical patching and focusing lights to ensure effective presentation of performances, conferences and events.

**7.1.2** Knowledge of stage operations including stage management, lighting, audio, audio visual, musical equipment, props and scenery.

**7.1.3** Skills in audio engineering, lighting design, multimedia work, computer literacy, electronics and building industry knowledge.

**7.1.4** Developed computer and software skills including use of Microsoft Office Suite, Event Management, Lighting, Audio and Multimedia software, Network operations, hybrid meetings and online services.

## **7.2 Management Skills**

**7.2.1** Ability to work with staff and hirers in a cooperative and courteous manner.

**7.2.2** Demonstrated skills in managing time and meeting work targets within required timeframes.

**7.2.3** Skills in the first line supervision of staff, including providing on-the-job training.

## **7.3 Interpersonal Skills**

**7.3.1** Well developed communication skills and the ability communicate effectively and courteously with external and internal customers.

**7.3.2** Ability to be flexible and adaptive in a new and changing environment and to cope with pressure situations and meet constant deadlines with limited supervision or direction in some instances.

## **8. Qualifications and Experience**

**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 the technical set up and operation of corporate events, conferences and seminars including live-streaming and hybrid environments.

**8.3** Demonstrated commitment to future on the job professional development.

**8.4** A current driver's license is desirable.

8.5 A current First Aid certificate is desirable.

8.6 Current Working with Children's Check.

## 9. Key Selection Criteria

9.1 A suitable qualification or extensive practical experience in an aspect of theatre technology / theatre operations in a professional theatre / venue environment.

9.2 Experience in or extensive knowledge of stage operations including stage management, lighting, audio, audio visual, scenery, rigging, electrical patching, and focusing.

9.3 Demonstrated ability to supervise staff, manage time, plan and coordinate tasks.

9.4 Well developed communication and personal presentation skills.

9.5 Knowledge of Occupational Health and Safety issues and requirements and a demonstrated ability to work within the required practices and procedures.

9.6 A commitment to the provision of a high-quality customer service.

9.7 Current Working with Children's Check.

**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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