

POSITION DESCRIPTION

Position Title	Technical Team Leader
Position Code	1382
Business Unit	Community Wellbeing
Work Group	Wangaratta Performing Arts & Convention Centre
Position Classification	Band 6
Effective Date	March 2022

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 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 Venue Manager
Supervises	Theatre Technicians

3. Key Responsibilities

3.1 Technical Management

- **3.1.1** Supervise, control, and conduct 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 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** Liaise with users technical & production personnel to coordinate all technical requirements of their booking & assist in bump-in set up, performance & bump-out ensuring that the most effective use of the Centre's human & material resources is achieved.
- 3.1.4 Implement and enforce 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.

3.2 Maintenance

- **3.2.1** Develop a schedule of 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** Develop and update asset register for the venue 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 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.
- **3.3.2** Maintain and roster a pool of trained technical labour (employees, volunteers, contractors) able to support the operation of the WPACC and its hirers and users.
- **3.3.3** In conjunction with the Venue Manager, the Technical Team Leader is responsible for training all WPACC staff (permanent, casual and volunteers) including Café staff in the evacuation procedures and OHS policies specific to the venue.

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** Accountable for delegating work and providing advice and direction to staff.
- **5.2** Accountable for ensuring the equipment and WPACC facilities and space are safe.
- **5.3** Accountable for ensuring that the WPACC space and facilities are set up according to the user's needs.

- **5.4** Accountable for monitoring activity in the theatres and for informing Venue Manager of any unsafe or inappropriate equipment or actions of persons backstage and on stage.
- **5.5** This position is accountable to the Venue Manager for the efficient and effective operation and performance of the WPACC, ensuring that the Centre reaches its full potential and is utilised to its capacity.
- **5.6** Accountable for the effective management of financial resources and budget within areas of responsibility.

6. Judgement and Decision Making

- **6.1** Required to make decisions that relate to the daily operation of the WPACC. Where issues are complex or have not been previously encountered the incumbent will be required to find a solution using problem-solving skills with creativity & originality.
- **6.2** Guidance from the Venue Manager is usually available.

7. Knowledge and Skills

- 7.1 Specialist Skills and Knowledge
 - 7.1.1 Developed skills in operating lighting, sound, AV equipment and in rigging and hanging scenery and equipment to ensure effective presentations of theatre productions by professional, amateur, school and community groups.
 - **7.1.2** Knowledge of electronics (beneficial).
 - **7.1.3** Ability to undertake maintenance to ensure safe and effective use of all equipment, fittings and fixtures within the WPACC.
 - **7.1.4** Knowledge of the Building Industry (beneficial).
 - **7.1.5** Developed computer and software skills including use of Microsoft Office Suite, Event Management, Lighting, Audio and Multimedia software.
 - **7.1.6** Experience in audio engineering, lighting design and operation, multimedia work, computer literacy, electronics and building industry knowledge.
- 7.2 Management Skills

- 7.2.1 Developed staff management skills and ability to manage staff in accordance with relevant OH&S and HR policies and procedures.
- 7.2.2 Developed time management skills, ability to set priorities and plan and organise work for self and others.
- **7.2.3** Ability to coordinate contractors such as performers, crew, hirers and 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 with several years of relevant technical experience in a professional venue environment, with a relevant OHS qualification.
- 8.2 Demonstrated experience as head of a technical department of a professional theatre or performing arts centre in successfully managing the day-to-day operations including proficient skills in audio, visual and multimedia maintenance set up and operation.
- **8.3** Experience and skills in making an arts centre work for non-arts related activities such as conferences, seminars, presentations, trade shows etc.
- **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 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.

- **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
- 8.11OH&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 with several years of relevant technical experience in a professional venue environment, with a relevant OHS qualification.
- 9.2 Demonstrated experience as head of a technical department of a professional theatre or performing arts centre in successfully managing the day-to-day operations including proficient skills in audio, visual and multimedia maintenance set up and operation.
- 9.3 Experience and skills in making an arts centre work for non-arts related activities such as conferences, seminars, presentations, trade shows etc.
- **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 – Community Wellbeing		
Date:		
Employee's Signature:		
Date:		