

# Pymble Ladies' College

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## POSITION DESCRIPTION

<b>Title:</b>	<b>Theatre Technician</b>
<b>Date updated:</b>	<b>November 2022</b>
<b>Reports to:</b>	<b>Theatre Manager</b>

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## POSITION SUMMARY

The Theatre Technician works collaboratively within the GMCPA Theatre Team to support the production requirements for College productions and external events. The role provides support for all events staged in the Gillian Moore Centre for Performing Arts (GMCPA) and other College venues as required. In conjunction with the Theatre Manager and the Technical Co-ordinator, the Theatre Technician as directed supports the effective, efficient, safe and timely delivery of technical and administrative requirements for events, including school and external events in the evenings and on weekends.

## ROLE ACCOUNTABILITIES

### 1. Technical Support

- 1.1 Work collaboratively with the Theatre Manager, Technical Co-ordinator, academic staff and other production staff to deliver events on time.
- 1.2 Provide lighting, audio, staging and AV support as required for staff and students in the day-to-day use of the GMCPA ensuring excellent customer service.
- 1.3 Operate staging, audio, lighting and AV equipment.
- 1.4 Support contracted theatre designers as directed.
- 1.5 Support AV, lighting and audio components as directed, for College productions and external hires as required.
- 1.6 Under the instruction of the Theatre Manager, provide production supervision and instruction for performances and events in the GMCPA including the technical supervision of staff, students and external hirers.
- 1.7 Operate counterweight systems and forestage platform control systems.

## **2. Technical Administrative Support**

- 2.1 Prepare GMCPA Venue Risk Assessments for all major College productions and events.
- 2.2 Coordinate production Risk Assessments with external hirers.
- 2.3 Assist with the development of production schedules for College events and productions.
- 2.4 Assist with the coordination of GMCPA casual staff including shift notifications and event communication.
- 2.5 Assist with the acquisition of equipment and service provider quotations.
- 2.6 Development of documentation to support technical acquisitions including lights and other equipment.
- 2.7 Support all box office operations. Assist with event building, ticket selling and all customer enquiries.
- 2.8 Complete all document and record-keeping functions efficiently and in a timely manner.
- 2.9 Assist the Theatre Manager as directed with any other administrative support.

## **3. Support staff in set and properties**

- 3.1 Collaborate with GMCPA and teaching staff to source sets and props for productions.
- 3.2 Liaise with GMCPA staff to ensure sets and staging are safe and processes are operationally efficient.
- 3.3 Maintain and monitor onstage and backstage areas to ensure clean, safe and effective work and performance areas.
- 3.4 Assist as required with the maintenance of documentation pertaining to operation and maintenance of equipment.

## **4. Oversight of external users of the GMCPA**

- 4.1 Provide technical support to external users as directed.
- 4.2 Oversee the use of technical equipment, the stage and venue when used by external hirers.
- 4.3 Report all safety and compliance issues to the Theatre Manager.

4.4 Is part of the core theatre ECO team for out of hours events. This may include undertaking the role of Chief Fire Warden.

## **5. Support in student development**

5.1 Support any training for students in stage co-ordination and technical production skills and promote the value of the role as a viable career pathway or recreational pursuit.

## **6. Policy, Procedure and Practice**

6.1 Support the policies and practice codes for the GMCPA.

6.2 Attend to administrative tasks in relation to policy and procedure in an effective and timely manner.

6.3 Is part of the core theatre ECO team for out of hours events. This may include undertaking the role of Chief Fire Warden.

## **7. Communication**

7.1 Maintain communication with the Theatre Manager in relation to the execution of all tasks and functions within the role.

7.2 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

## **8. Risk and Compliance**

8.1 Report directly to the Principal on any matters relating to child protection.

8.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

## **9. Professional Learning**

9.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

## **10. Other duties may be required from time to time**

### **PERSONAL CAPABILITIES**

- Willingness to support the ethos and values of the College.
- Demonstrate best practice in theatre production and the provision of services to internal and external customers.

- At least 12 months experience in one of the following theatre disciplines: lighting, audio, AV or staging, specifically providing support for performances and presentations.
- Experience in operating and maintaining staging elements.
- Experience in providing technical administrative support including risk assessments, production scheduling and reporting.
- Demonstrated ability to work both collaboratively in a team and independently.
- Excellent communication and interpersonal skills to develop and sustain effective working relationships.
- Flexibility to deal with changing circumstances in a calm and efficient manner.
- Strong ability to work in a fast-paced production environment.
- General experience with power tools.
- Strong customer service skills.
- Demonstrated competency with information technology including Microsoft office suite, Pro Tools or other digital audio workstations.
- Good understanding of Work Health and Safety principles and legislation in the context of a school and performance environment.
- EWP licence, Working at Heights, Riggers Ticket or willingness to obtain.