POSITION DESCRIPTION

Position ID	PD_000069
Position Title	Theatre Technician
Employment Status	Casual
Industrial Instrument	Live Performance Award (2020) Production Support
Reports to	Production Manager/Technical Manager – Besen Centre
Date Created	August 2023

About the Theatre

The Besen Centre is a fully equipped theatre with the capacity to support numerous events and productions. Equipped with foyers, bars and box office it has the capacity to provide the broader community with the best performing arts venue in Victoria. This state of the Arts theatre offers an auditorium with variable seating configurations from 437 to a maximum capacity of 924 seats and delivers a fully integrated sound and lighting equipment.

Position Objectives:

To manage and deliver an environment that ensures patrons, clients and hirers of The Besen Centre stage, experience an exceptional event that is delivered to the highest professional and safety standards.

To provide the wider community with a premium performing arts venue in Victoria.

Expected Outcomes

Ensure compliance with OHS procedures when preparing for performances and related activities.

Work closely with the Production Manager, Technical Manager and permanent Theatre Technician to deliver on Client requirements for the presentation of their performance.

Deliver sound and audio visual equipment, lighting, flyman and or venue supervisor for pre production, rigging, rehearsal, performances, recordings, and de-rigging of shows and events in line with the presenters' agreed requirements.

Assist with equipment and technical services, of all electrical equipment in accordance with safety standards.

Identify internal and external maintenance requirements in and around the building as directed and report the status to the Production Manager or Technical Manager.

Expected Outcomes (continued)	Assist with delivering requirements for the Production Manager and Technical Manager, as directed. Assist internal and external clients with understanding their responsibilities and clarify Theatre Management Services obligations. Support the Technical Manager in maintaining a safe and secure building for all visitors to the Besen Centre. In conjunction with the Technical Manager identify and resolve technical issues as they arise. Comply with legislative requirements including health and safety, licensing laws and safeguarding children arrangements. Exercises a duty of care and comply with the The Victorian Occupational Health and Safety Act 2004 (OHS Act) by engaging in safe practices, providing a safe environment, participating in risk assessments and reporting hazards and incidents as required
Qualification, Skills and Experience	Working knowledge across the major technical disciplines – Lighting, Audio, Audio/Visual and Staging; Strong computer skills including MS Office Suite; Working knowledge of IP and DMX systems eg. (Artnet) Conflict resolution skills; “Can Do attitude;” Problem solving skills; Flexible / Self Starter ability to work autonomously and as part of a team; Adaptable and works well under pressure; Current Working with Children Check; Knowledge of OHS in a theatrical environment.

Accountability

You will be seen to be successful in your endeavours if you:

- Complete the position objectives effectively and efficiently.
- You are perceived to be approachable in your dealings with college staff, customers and external and affiliated parties.
- You are seen to be pro-active and able to earn the respect and support of your fellow colleagues.

SIGNED BY EMPLOYEE: ……

DATE ……