

## **PART 1 – POSITION DETAILS**

<b>Position Title</b>	Senior Technician (Audio)
<b>Division</b>	Community & Belonging
<b>Business Unit</b>	Community Arts & Culture
<b>Pay Rate</b>	Northern Beaches Grade C
<b>Reports to</b>	Technical Operations Coordinator
<b>Hours</b>	50
<b>Status</b>	Part Time

**Date of last review and update** April 2021

## **NORTHERN BEACHES COUNCIL'S VISION**

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

## **DIVISION**

### **COMMUNITY AND BELONGING**

The Community & Belonging Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units – Children’s Services, Community Arts and Culture, Customer Services, and Libraries.

## **PART 2 – BUSINESS UNIT OVERVIEW**

### **The Community, Arts & Culture Business Unit**

The Community, Arts & Culture Business Unit manages the strategy, planning, implementation and evaluation of a broad range of recreation and community programs, events and services. The Unit provides disability advice, youth and recreation services, administers community grants, and develops and implements safety programs for the community, crime prevention, senior’s programs and volunteer groups. The Unit also manages community use of Council’s community center assets and facilities.

The Community, Arts & Culture Business Unit will deliver the following services;

- Social Planning
- Community Development
- Aged and Disability
- Youth and Families
- Youth and Families Counselling
- Community Facilities
- Arts and Cultural Development
- Hop Skip & Jump Bus
- Volunteer Management
- Food Services
- Glen Street Theatre
- Manly Art Gallery & Museum

### **Glen Street Theatre**

Glen Street Theatre is a busy 400-seat professional theatre, owned and managed by Northern Beaches Council. The theatre is located at Belrose in the Glen Street Cultural Hub and delivers an annual program of activity including national touring shows, commercial hire, community hire and council events.

## **PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES**

### **Role Purpose**

This position is responsible for safely and efficiently delivering professional technical and production support to a wide variety of commercial and community users of Glen Street Theatre.

The role's primary purpose is to deliver high quality professional audio requirements for a broad range of events held at Glen Street Theatre.

This role also supports all technical services pertaining to the venue including staging, lighting, and audio visual disciplines as part of a multi-disciplined technical service delivery team.

This position may be required to work autonomously and undertake the responsibility of Duty Technician on occasion.

### **Key Responsibilities**

#### **Service Delivery**

- Lead, plan and realise the audio requirements for venue clients including commercial, community and council users.
- Maintain a system of effective production documentation to ensure accurate audio service delivery.
- Assist in all technical aspects pertaining to the use of the venue including staging, rigging, lighting, AV and venue duty management.
- Work collaboratively with Front of House and Box Office teams to ensure overall customer service delivery.

## Operations

- Ensure the venue operates effectively as a performing arts venue, is well presented at all times and complies with relevant statutory requirement.
- Lead ongoing maintenance of venue audio equipment including continual improvement to audio systems and resources.
- Assist in the maintenance of other technical equipment, plant, building and fixtures in consultation with team leaders.
- Maintain venue condition on a day to day basis ensuring all spaces are fit for venue client use.
- Contribute to asset management and capital infrastructure expenditure planning to ensure venue technical delivery remains at industry best practice standard
- Ensure any cleaning issues are addressed immediately and work with the cleaning contractor and House Operations Manager to rectify any issues.
- Report any facilities management issues or urgent repairs for action.
- Keep up to date with venue policies and procedures.
- Actively contribute ideas to improve services and work processes.
- Keep up to date and ensure compliance with Council processes and procedures.

## Safety

- In the case of an emergency, ensure the safe evacuation of the venue in conjunction with the Duty Technician and rostered staff, in accordance with the venue's emergency evacuation procedures.
- Act as the chief warden in the absence of other technical staff where required.
- Actively participate in preventing accidents by identifying hazards and becoming involved in the OHS&R program and taking reasonable care for the health and safety of yourself and others.
- Undertake all duties in accordance with OH&S, EEO, Code of Conduct principles and requirements.

## People Leadership

- Lead by example by exemplifying a high level of customer and technical service standards.
- Lead crew on the floor to realise the venue client's event requirements.
- Ensure the efficient use of time by casual employees in the technical department.
- Ensure all Northern Beaches Council HR training and process are maintained including accurate and timely completion of timesheets

- Assist with ongoing training of other technical team members through sharing and upskilling of audio knowledge across the team.
- Competently support colleagues in other areas by gaining a working knowledge of all venue technical equipment, processes and working effectively as part of a collaborative technical team.
- Behave in a manner that positively demonstrates Northern Beaches Council's values of Trust, Teamwork, Respect, Integrity, Service and Leadership.
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC.

*\*\*\* Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training).*

## **PART 4 – ESSENTIAL CRITERIA**

### **Educational & Experience Requirements**

- Tertiary Level Certification in theatre or live performance, or minimum 3 years professional experience in a live performance or venue environment.
- Demonstrated knowledge and experience in the planning, design, implementation and operation of audio systems for a broad range of stage presentations, shows and events.

### **Knowledge**

- Demonstrated high level skills in theatrical audio systems including :
  - high level skills in the operation of audio consoles including programming, live mixing and show operation
  - high level skills in QLAB including file builds, operation and problem solving
  - high level working knowledge of microphone placement and operation including body mics etc set up – Instrument, piano and drum mic up, mic tech and set up microphones on performers.
  - the preparation and understanding of technical documents such as show technical specifications, audio equipment (touring and venue specific), cue sheets, end of day technical reports etc
  - the ability to design and set up audio systems to satisfy venue clients requirement where no existing plan or production information exists e.g award ceremonies, corporate presentations, morning music concerts, community events etc

- Strong general administrative computer skills, especially in Microsoft Excel, Word and Outlook.
- Sound knowledge of Work Health and Safety requirements for event planning and delivery

### Capabilities

- Ability to work outside normal business hours including weekends and evenings.
- Ability to work at heights, in low light conditions and undertake manual handling duties associated with the role including loading and unloading of trucks, movement of staging, furniture and technical equipment
- Ability to work to a high level of efficiency in stressful periods, leading up to and during events.
- Demonstrated ability to manage and prioritise concurrent projects with competing deadlines
- Effective professional verbal and written communication particularly in relation to consistent and accurate communications to staff, hirers and patrons.

### PART 5 – DESIRABLE CRITERIA

- Demonstrated general theatrecraft and technical knowledge in a live theatre, venue or events environment including:
  - skills to support show bump in / out
  - the ability to safely operate single purchase manual flying system
  - basic lighting skills to support rig, patch and colour and basic operation under supervision.
- Working knowledge of Audio Visual systems including:
  - Ability to set up Projectors, monitors, cameras and equipment racks. Theatre or around venue
  - Working knowledge of Video/audio cable types, RJ45 and AV devices
  - Running video cables, signal testing, set up for captioning of shows.
- Industry specific training (e.g. - supplier product training)
- Rigging Certification
- Test and Tag Licence
- A valid drivers licence