

PART 1 – POSITION DETAILS

Position Title	Theatre Technician – Casual
Position Number	NB0328
Division	Community & Belonging
Business Unit	Community Arts & Culture
Pay Rate	Northern Beaches Grade C
Reports to	Technical Operations
Hours	Casual
Status	Casual
Date of last review and update	October 2018

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 Services 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

PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

Role Purpose

Each year Glen Street Theatre presents on average eight subscriptions plays each running for one week; around twelve weeks of community productions; and a number of commercial productions. Under the direction of the Venue Technician and/or Technical Operations Manager the casual Theatre Technicians will assist in the setup and operation of the technical requirements of all live theatre productions.

Key Responsibilities

- Rig, patch and operate theatre lighting equipment including DMX controlled devices.
- Program and operate computerised and manual lighting control systems.
- Set up, program and mix live sound in a live theatre environment.
- Be knowledgeable in set construction and rigging.
- Safely operate single purchase manual flying systems.
- Operate follow spots.
- Ensuring the delivery of a consistently high level of efficient and friendly customer service to both hirers and other Glen Street Theatre staff.
- Maintain accurate patch sheets and other show related documentation.
- Document and update performance related information such as cue sheets.
- Ensure that information relevant to performances and theatre infrastructure is passed on to the relevant people.
- Ensure time sheets and technical reports are completed in an accurate and timely manner.
- Undertake other duties as requested by Technical Operations Manager.

People Leadership

- Role model the Northern Beaches Councils values and behaviours.
- Assist with emergency procedures i.e.: equipment failure, power failure, emergency evacuations.
- Operate as an effective member of the Glen Street Theatre team.

Operational

- Ensure compliance with Council processes and procedures.
- 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.
- Learn, promote and ensure compliance with Work Health and Safety policies and procedures.

Business Performance

- Take personal responsibility for behaving in accordance with the organisations' values and directions.

- Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities.
- Remain aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure Council achieves best practice and strategic objectives.

**While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).*

PART 4 – ESSENTIAL CRITERIA

Educational & Experience Requirements

- Thorough technical knowledge and experience in the setup and presentation of live theatre productions.
- Demonstrated experience working as a technician with professional or community based performance groups.

Capabilities and Knowledge

- Ability to work rostered shifts and be available to work outside normal business hours including weekends and evenings.
- Ability to read/interpret technical plans and specifications.
- Demonstrated skills in one or more of the following:
 - Ability to rig, patch and operate theatre lighting equipment including DMX controlled devices.
 - Ability to program and operate computerised and manual lighting control systems.
 - Ability to set up, program and mix live sound in a live theatre environment.
 - Be knowledgeable in set construction and rigging.
 - Ability to safely operate single purchase manual flying systems.
 - Ability to operate follow spots.
 - Basic Stage Management Procedures.
- Understanding of work health and safety principles.
- Ability to work under pressure.
- Well-developed communication skills both oral and written.
- Proven ability to work unsupervised, as well as in a team environment.
- Time Management skills and the ability to prioritise.
- Behaviour that positively demonstrates Council's values of: Trust, Teamwork, Respect, Integrity, Service and Leadership.