



**ALL SAINTS'
COLLEGE**

Duty Statement

THEATRE TECHNICIAN

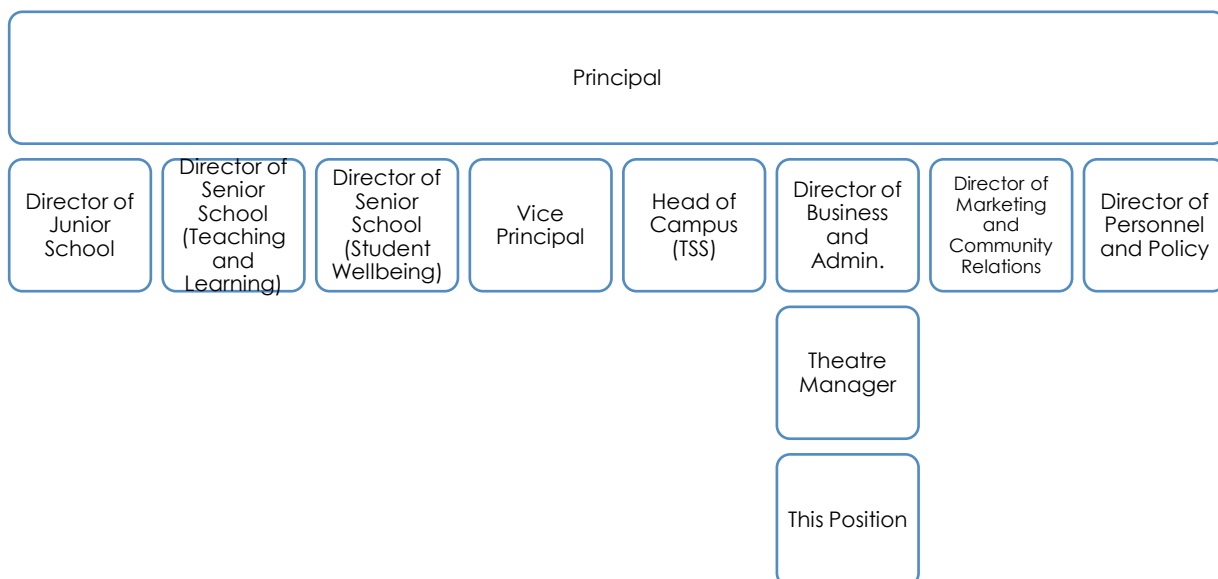
All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

POSITION PURPOSE

The Centre for Performing Arts (CPA) is a state of the art facility that signifies the College's commitment towards education in drama, dance and music. This architecturally designed theatre was built under the guidance of a theatre-consultant to ensure contemporary practices were utilised in the design of the acoustic and optical qualities of the complex.

Reporting to the Theatre Manager, the Theatre Technician & Administrator is responsible for supporting the Theatre Manager to provide technical and administration duties for the day-to-day operations of the CPA, including for all internal and external events. The technical duties of this role incorporate lighting and sound support for the CPA and other theatres and areas of the College. The administration duties include preparing and managing external booking documentation.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

The Theatre Technician & Administrator will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position. Duties related to the position include, but are not limited to, the following:

Technical Support

Provide strong support to the Theatre Manager to:

- a) Provide technical skills and knowledge for all internal and external events and activities within the CPA and other theatres.
- b) Setup technical equipment including audio, lighting and AV infrastructure as required by all users of the facility.
- c) Provide assistance to students and staff in the technical and front of house operations.
- d) Provide technical and production support for designated College events held on-campus or at off-campus venues.
- e) Maintain technical equipment.
- f) Assist the Head of the Arts, Director of Music and Director of Marketing and Community Relations in planning, organising and supporting the technical needs of productions and events.

Administration

With direction and oversight of the Theatre Manager:

- a) Prepare and manage quotations for all external hire enquiries, ensuring availability of venue does not conflict with internal events.
- b) Liaise with external parties to complete hire documentation in a timely and complete manner.
- c) Seek approval from the Director of Business and Administration for all quotations and arrange for invoices to be completed.
- d) Raise Purchase Orders for all theatre related consumables, equipment parts and maintenance.
- e) Other administration work as directed by the Theatre Manager.

Event Management

- a) Provide first-hand support for all small internal and external events.
- b) Organise resources to be made available for events, including ushers, front of house and parking attendants.
- c) Arrange catering, as and when required, for all external events.
- d) Provide hands-on support in the construction of the annual Production sets, under the direction of the Theatre Manager and Head of Arts.

Workplace Health and Safety

- a) Contribute to the CPA safety and protocols. Ensure that the CPA operates in a tidy, organised, safe and efficient manner and that all equipment is maintained to required safety standards.
- b) Ensure that staff, students, contractors and visitors at all times comply with venue safety requirements.

Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality, and service improvements on a continual basis.
- (e) Comply with Occupational Safety and Health requirements in the workplace.
- (f) Operate as a 'team player' always and fully support the Theatre Manager, Principal, Leadership Team and activities of the College.
- (g) On occasions, you may be directed to undertake other duties as required.

Selection Criteria

Essential

Demonstrated working technical and administrative knowledge and experience with theatre systems, ideally in a school environment, including:

- A current Working with Children Clearance.
- A current Federal Police Clearance.
- Programming and lighting design for theatre, dance and music.
- Multimedia systems and digital theatre sound.
- Ability to work at heights and at heights rescue retrieval (high risk card).
- Ability to undertake stage management functions and set production, as required.
- Stage lighting and AV systems.
- Strong administration experience, with a high level of attention to detail.
- Demonstrated working knowledge of MS Office, including Word and Excel.
- Strong focus on providing a professional and positive customer service.

Desirable

- Formal qualifications in a relevant field
- A current motor vehicle (car) licence.
- Experience with multi format DVI, HDMI, SDI, HDCP encoding issues and component video specifications.
- Knowledge of Smart monitor software and virtual server control set up.
- Competence in the use of computer-based programs, iPad control apps and network management.
- Accreditation to operate an Elevated Work Platform (EWP).
- Show information system software (eg Vivi system)
- Basic set construction and scenic painting experience in an educational theatre context.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

October 2024