



Position Description

Position Title	Duty Technician
Department	Events
Reports to	Events & Venues Manager
Direct Reports	N/A
Purpose and Objectives	St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane. The position of the Duty Technician provides specialist technical management of assigned events and productions, exercising independent technical judgement as the lead technical officer on duty to deliver the approved production brief and ensure the safe, efficient and successful operation of the College's performing arts venues.
Key Accountabilities	Use your initiative to prioritise tasks and monitor your workflow in the delivery of College priorities in accordance with approved project / service plans, achieving the highest standards of performance, accountability, collaboration, ethics, and integrity. Actively contribute to the development of a positive and high performing team culture, including by identifying and implementing opportunities to improve teamwork practices. Technical Operations & Event Delivery • Provide specialist technical management of events and productions, exercising independent technical judgement as the lead technical officer on duty to ensure the safe, efficient and successful delivery of events within the College's venues. • Configure, operate and monitor professional theatrical lighting, audio, vision and staging systems in accordance with manufacturer specifications, safe work procedures and industry best practice. • Commission and operate professional lighting, audio, vision and staging systems to meet the technical requirements of productions and events. • Diagnose, troubleshoot and resolve technical issues during rehearsals, performances and events to minimise disruption and maintain production standards. • Plan, coordinate and oversee technical set-up, changeovers and restoration of venues to ensure systems are configured safely and returned to operational readiness • Lead and supervise casual crew, contractors and visiting technicians during larger or more complex events. Maintain the integrity of venue technical systems, ensuring equipment is tested, restored and returned to operational specifications following each event. • Assess and report on equipment faults, damage, maintenance requirements and opportunities for system improvement through post-event reporting and recommendations.



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	Customer Service & Client Liaison • Provide professional technical support and customer service to College stakeholders, performers, production teams and external hirers, ensuring technical requirements are delivered effectively and professionally. • Act as the primary technical contact for visiting hirers, production personnel and contractors, providing venue inductions, technical orientation and operational briefings to ensure safe and effective venue use. • Provide specialist technical advice and operational support to College departments to facilitate the successful delivery of events across College venues. Safety, Compliance & Security • Monitor technical operations and venue conditions to identify and mitigate operational and safety risks, ensuring compliance with relevant legislation, College policies and industry standards. • Apply and promote safe systems of work in the operation of production equipment and venue activities, ensuring compliance with WHS requirements, Safe Work Method Statements and recognised industry practice. • Manage venue access, technical readiness and security before, during and following events in accordance with operational requirements. • Act as Area Warden in a state of emergency. Administrative & Reporting Duties • Prepare accurate post-event reports documenting technical issues, equipment performance, maintenance requirements and recommendations for continuous improvement. • Perform all other duties as agreed in consultation with the Head of College, General Manager, and Venues Manager Undertake administrative processes and other tasks as directed for the effective achievement of College outcomes; ensure that all College policies and procedures, such as financial management, occupational health and safety, and conduct are complied with.
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. Experience and qualifications SC1: A degree or certificate in Theatre, Production, Creative Industries or a related discipline from institutions such as NIDA, TAFE, Griffith University or WAAPA would be viewed favourably, but is not essential. Demonstrated industry experience in theatre and production, including a minimum of three years' experience as a technician in a venue of comparable size. Experience in Production Management and/or Sound (SX), Lighting (LX) and Audio Visual (A/V) operations is highly desirable. A proven record of achievement in a similar role which contributes to organisational excellence, high standards of performance and a positive workplace culture.



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	Knowledge, skills and capabilities SC2: Proven technical knowledge and skills with theatre equipment. Ability to use various software such as Q-Lab, Reaper and ProTools would be an advantage. SC3: Proven commitment to meet and maintain quality standards; and the demonstrated willingness to keep skills and knowledge contemporary. SC4: Demonstrated creativity and flexible thinking with effective communication skills and the ability to interact and negotiate with co-workers and clients, often under deadline pressure. Personal capabilities SC5: Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct. SC6: Demonstrated commitment to reach their own potential (Plus Ultra-More Beyond) and in manner that aligns with the College's strategic and operational objectives and values. Christian Ethos SC7: An understanding of, respect and demonstrable support for the College's Christian ethos.
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Job Details	
Position Status	Casual
Hours of Duty	As rostered
Classification	School Officer Schedule 10 Level 5
Annual Salary	\$53.3360 to \$55.9390 per hour plus 25% loading for casual staff Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068
Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.



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Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.
Compliance Requirements	Right to work in Australia Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other Relevant Information	The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au