

Position Description

POSITION TITLE:	Casual Duty Technician
RESPONSIBLE TO:	General Manager
REPORTS TO:	Venues Manager and Senior Technician
MAIN OBJECTIVE:	The Duty Technician is responsible for ensuring the provision of a safe and efficient venue for all staff, clients and patrons attending the college. The Duty Technician provides technical and practical assistance in the set up and strike of events that are managed by the Events department.
DUTIES AND RESPONSIBILITIES:	<p>The duties and responsibilities for this position are as follows -</p> <p>As required:</p> <ul style="list-style-type: none"> • To be the first point of call for all technical support including but not limited to sound, lighting, audio visual, motorised rigging system, back stage communications and staging within the bookable spaces of St Peters Lutheran College while on Duty. • To be able to operate all technical theatrical equipment within the Performing Arts Centre. • Provide outstanding and efficient customer service for all staff, students, SPLC community and external hirers. • Liaise with external venue hirers upon arrival providing venue induction and orientation. • Set up and strike of events including furniture and technical equipment or supervision of crews on larger events. • Under the direction of the Venues Manager, ensure that St Peters Lutheran College provides a safe environment for all staff, students, patrons, external hirers and members of the SPLC community. • In consultation with the Venues Manager ensure the adherence to all relevant health and safety procedures in regard to work practices and equipment. • Be responsible for the opening and lockup of all SPLC facilities as required for the event including performance areas, ensuring effective securing of the bookable space at the end of the event. • Provide general assistance to all SPLC departments to ensure the smooth operation of events within the college grounds. • Ensure the bookable venues are well presented and operating efficiently for the event, and take steps to remedy any issues preventing this. • Effect any interim or spot cleaning within the bookable spaces or adjacent grounds as required. • Assist in identifying equipment for maintenance and either performing maintenance or reporting equipment for repair to the Senior Technician. • Accurately report on each shift in accordance with reporting requirements • All other duties, as agreed to in consultation with the Head of College, General Manager, Venues Manager and Senior Technician. <p><i>Supervisory Responsibility:</i> N/A</p> <p><i>Physical Activity:</i></p>

	<p>Must be physically capable of carrying heavy loads, climbing stairs and ladders, working from heights and be sufficiently agile to work with leads and devices in awkward and cramped situations.</p>
<p>WORKPLACE HEALTH & SAFETY</p>	<p>The College is bound by the provisions of the Work Health and Safety Act 2011 (the Act) which provides the legislative framework for workplace safety in Queensland. The Act protects employees, other persons at work, and members of the public who enter a workplace. It also creates significant responsibilities for individuals, notably Heads, managers and employees. Achievement of the College’s OHS objectives depends on the cooperative efforts of everyone concerned.</p> <p>The employees of the College (including Contractors) are required to:</p> <ul style="list-style-type: none"> • Take care to protect their own health and safety, and that of their fellow workers. • Comply with statutory requirements, College policies and procedures and all lawful instructions of managerial and supervisory staff. • Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers. • Under no circumstances operate vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance • Set a personal example. <p>Where a staff member obtains evidence of a non-conformance with the WHS system, he or she must bring that non-conformance to attention of his or her direct supervisor. Where such non-conformances involve significant risk to anyone’s health or safety, staff must bring them to the immediate attention of their supervisor; failing that, they will immediately inform their manager, up through the chain of command to the Head of College if necessary.</p> <p>Non-conformance with policies, procedures and lawful instructions will be dealt with in accordance with the College’s Performance & Disciplinary procedures.</p>
<p>COMMITTEE MEMBERSHIP:</p>	<p>n/a</p>
<p>SELECTION CRITERIA:</p>	<p><i>The following criteria will be used by the selection panel when short-listing candidates. Applicants should address the main points in their written applications.</i></p> <p>SC1 – Experience and/or Qualifications</p> <ul style="list-style-type: none"> • Must have industry experience in theatre and production across the three major theatre disciplines of lighting, audio (including audio-visual) and staging and experience with designing and operating these systems for various types of shows. • Must have at least 3 years’ experience as a technician at a similar size venue. • Experience in Production Management and/or SX, LX and A/V ops would be a valuable asset. • A degree or certificate from NIDA, TAFE or GCIT, Creative Industries, Griffith, WAAPA would be looked at favourably, but not essential. <p>SC2 – Must have technical knowledge and skills with theatre equipment. Ability to use various software such as Q-Lab, Reaper and ProTools would be an advantage.</p>

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	<p>SC3 – Must be creative and flexible with strong communication skills and the ability to interact with co-workers and clients, often under deadline pressure.</p> <p>SC4 – Must have the commitment to meet quality standards; and the willingness to update their skills and knowledge on a regular basis.</p> <p>SC5 – Must be able to work in a team environment and support the Christian ethos of the College.</p> <p>SC6 – Must have a current Blue Card; or be eligible to apply for a Suitability Card for working with children.</p> <p>SC7 - Must be flexible to work outside normal scheduled work hours – as required.</p>
HOURS OF DUTY:	Casual as required
CLASSIFICATION	Classification: School Officers Level 5 Salary: Level 5 Step 1 Casual \$46.07 Terms and Conditions – As outlined in the current EBA document
LOCATION	St Peters Lutheran College 66 Harts Road INDOOROOPILLY QLD 4068

Applicants are expected to support the Christian ethos of this Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.

Please note that this Position Description can alter with changes in the roles and responsibilities of the position, and that it will be used as a framework for regular appraisal.