

POSITION DESCRIPTION



Position Title:	Casual Theatre Technician		
Classification:	Band 3	Status	Casual
Group:	Governance, Facilities & Economy	Business Unit:	Arts and Culture
Reports to:	Technical Supervisor Supervises/Direct		
Direct Reports:	Theatre hirers	Date:	March 2024

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

The Theatre Technician reports directly to the Technical Supervisor and is responsible for providing support to theatre users.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Provide support to the Technical Supervisor including advice on technical, audio visual, staging and artistic services available to clients and potential clients.
- Supervise aspects of, and provide support for, a client's technical operations in the theatre, and / or performances/events in other areas of the centre where required.
- Support a client's event by operating lighting controls and/or audio controls to provide visual and audio enhancement to the performance.
- Assist in the maintenance of assets, properties and effects, and attend to the regular service and maintenance of that equipment as directed.
- Act as a Warden/Chief Warden of the Cultural Centre in the event of an emergency



- Other duties as reasonably required by the Technical Supervisor and the Coordinator Arts and Creative Industries

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Supervision of part of an activity within a function.
- In a vocation, trade or profession, performs less difficult tasks, or gains experience working with more experienced or senior practitioners. In non-vocational, non-supervisory jobs, works on tasks of standard difficulty for the role.
- The position may not have specific accountability for the use or maintenance of organisation assets, and where the position does the assets are of minimal importance in the overall context of the organisation.
- The position is responsible for providing elementary services to clients external to the organisation.
- Minimal impact. Has a very limited, minimal, or no discernible ability to impact on either the organisation's total annual revenue or budget.

JUDGMENT AND DECISION MAKING

- Semi-routine situations involving limited choice between established routines and precedents, i.e. looking to experience to provide the answer. The jobholder must identify, with modification as appropriate, a solution from among a range of similar, previously established options.

SPECIALIST KNOWLEDGE AND SKILLS

- Basic numeracy skills
- Perform advanced word processing functions, or set up and use straightforward spreadsheets or simple databases
- The position requires above average levels of physical agility.

INTERPERSONAL SKILLS

Essential

- The ability to effectively transfer ideas, concepts and information, speak clearly and persuasively in positive or negative situation and listen and seek clarification
- Excellent Customer Service Skills
- The ability to work to build or maintain friendly, warm relationships, networks or contacts.
- Teamwork and Cooperation Skills - The ability to genuinely work cooperatively with others.

Desirable

- The ability to understand a situation by breaking it into smaller pieces or tracing the implications of a situation in a step-by-step causal way.
- The ability to adapt to and work with a variety of situations, individuals or groups
- The ability to take action where necessary to improve the outcomes and performance of a specific work area.
- Exercises tact and diplomacy.

QUALIFICATIONS AND EXPERIENCE

- Year 12 VCE or equivalent.
- Certificate III in theatre technical studies an advantage.(Desirable)
- Demonstrated experience in theatre technical operations.
- Demonstrated knowledge of Occupational Health and Safety and application within a theatre environment.
- Demonstrated knowledge of theatre lighting, sound, staging and rigging, in particular the ability to utilise equipment to maximise assist the client to realise their performance goals. (Desirable)

KEY SELECTION CRITERIA

- Year 12 VCE or equivalent
- Demonstrated experience in theatre technical operations.
- Demonstrated knowledge of Occupational Health and Safety and application within a theatre environment.
- Excellent customer service, oral communications and presentation skills.
- Flexibility to work a range of hours including evenings and weekends.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2021 and Cardinia's policies and procedures.

Tenure This is a casual position

Pre-employment checks All appointments are subject to a National Police Record Check, Working With Children Check, pre-employment medical check, and a six-month probationary period (new employees only).

