

## **SOUTHERN GRAMPIANS SHIRE COUNCIL**

### **POSITION DESCRIPTION**

#### **Position Details**

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Title:	Technical Operations Officer
Classification:	Band 5
Business Unit:	Arts and Culture Unit   Performing Arts Centre
Reports to:	Manager of Performing Arts

#### **Key Responsibilities**

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- Liaise with performance & event hirers on their technical requirements, including but not limited to technical staffing, equipment, consumables and other such needs
- Effectively pre-plan and provide technical advice to community & commercial performance clients and production staff to ensure technical requirements & technical staffing requirements are understood, documented and prepared to deliver safe and successful events
- Create and maintain rosters for technical staff & contractors, ensuring staffing resources are appropriate for each event and managed within budget expectations
- Participate in the set-up, running and pack down of all events in the venue
- Supervise casual Technicians and Technicians and Audio Contractors, including training and development as required
- Operate technical equipment across the venue, including lighting, audio, staging, audio-visual and other needs as required
- Oversee the upkeep and housekeeping of the technical areas of the theatre
- Ensure venue standard rigs/setups are maintained and restored, ensuring they are available for upcoming events as required
- Coordinate and participate the maintenance and repair of technical equipment, venue equipment and asset databases as required
- Carry out other duties across the Arts and Cultural Unit that are within the limits of the employee's skill, ability, competence and training, and the requirements of the role as may be directed from time to time by the Performing Arts Manager

### **Extent of Authority**

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- Make decisions as required within scope of position and defined responsibilities to ensure the health, safety and wellbeing of staff, volunteers and patrons within the venue; taking into account Council policy and procedure.
- Commit to and adhere with Councils Child Safe Requirements;
- Provide evacuation guidance in the event of an emergency.

### **Judgement and Decision Making**

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This position exercises significant independent judgement in regard to:

- The nature of the work is specialised and may require a significant degree of judgement.
- The work requires a clear understanding of methods, procedures and equipment used in operating a performing arts venue.

Guidance is always available within the organisation as required.

### **Specialist Skills and Knowledge**

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The following knowledge and skills are required to be utilised:

- Demonstrated experience working in a technical services role in a performing arts environment.
- Demonstrated ability to operate a variety of staging, lighting and sound equipment including but not limited to computerise lighting desks, intelligent lighting fixtures, sound mixing consoles and radio microphones, audio visual equipment and counterweight flying systems.
- Demonstrated technical understanding and knowledge of safe theatrical staging, lighting, audio, rigging and flying operation and maintenance.
- Knowledge of OH&S policy and procedure in relation to theatre and venue operations

### **Management Skills**

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Will comply with systems and policies to ensure a safe work environment by:

- Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Prompt reporting of hazards and incidents.

## Inter-personal skills

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The following interpersonal skills are required to be demonstrated:

- Ability to effectively communicate with general public, hirers, volunteers and staff to determine and achieve agreed priorities.
- The ability to work independently, and as part of a broader team.
- Ability to establish and maintain co-operative relationships with a range of staff, community stakeholders and service providers to meet project objectives.
- Ability to work calmly when under pressure for short periods of time.

## Compliance with Legislation and Policies

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Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
- Southern Grampians Shire Council Staff Code of Conduct;
- Privacy and Data Protection Act 2014 (Vic);
- Equal Opportunity Act 2010 (Vic);
- Occupational Health and Safety Act 2004 (Vic);
- Government/Industry Codes of Conduct;
- The Southern Grampians Shire Council Enterprise Agreement; and
- The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
- Responsible for ensuring the security of Council's assets under the Officer's control;
- Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

## Qualifications and Experience

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- Qualifications or experience in the delivery of technical services for performances
- Demonstrated experience in the supervision of a team of casual staff
- Current drivers licence

## Key Selection Criteria

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The employee will demonstrate the following:

- Demonstrated experience in the delivery of technical services for performances, events and functions, across all disciplines including lighting, audio, stage mechanics, audio-visual and flying operations
- Experience in repair and maintenance of technical equipment
- Experience supervising casual staff and contractors, including rostering and professional development
- High level of communication skills, both in verbal and written form, to a variety of clients and stakeholders and the ability to work in a team environment as well as independently.
- Experience in the use of computer systems and ability to quickly learn and adapt to new bespoke software systems
- Demonstrated ability to work as a part of a team;
- Knowledge of current OH&S practices as they pertain to theatre and event operations
- Ability to work highly flexible hours, including early mornings, night and weekend work
- Current Working with Children Check (WWCC)
- Current Responsible Serving of Alcohol (RSA)

## Agreement

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Employee: \_\_\_\_\_

SGSC: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_