



# **PARADE COLLEGE**

## **POSITION DESCRIPTION – THEATRE TECHNICIAN**

### **KEY SELECTION CRITERIA**

**The following selection criteria MUST be specifically addressed in your application for this position.**

#### **Criteria for Selection:**

1. Demonstrated experience in the operation, and monitoring of audio-visual technology for an organisation, including events, functions and theatre productions (fittings and equipment, including lighting, sound and staging).
2. Knowledge and demonstrated technical understanding or willingness to learn the safe operation of a variety of theatrical staging, lighting and audio equipment.
3. Ability to work as part of a team and be able to take direction, as well as work independently and cope in demanding situations.
4. Professionally presented with good communication skills, including the ability to communicate with students, parents, staff and other members of the College community.
5. A capacity to support and participate in the faith life of Parade College, including a commitment to the Mission and Vision of the College.

**August 2017**



## **ROLE DESCRIPTION THEATRE TECHNICIAN**

### **Preamble**

The Theatre Technician has responsibility for the storage and the serviceability of the audio visual components of College Facilities and for ensuring an appropriate schedule of repair or replacement. These include all public spaces, venues and teaching and learning spaces. The position reports to the Assistant Principal- Organisation and liaises closely with the Facilities Manager.

### **Qualities**

1. Integrity
2. Record Keeping Skills
3. Team Work
4. Initiative
5. Efficiency
6. Personal Organisation
7. Technical Competence
8. Flexibility with hours

### **General Responsibilities**

1. Responsibility for Audio-Visual Facilities
2. Stores Control
3. Preparation of College Events
4. Supervision of Rivergum Theatre complex
5. Setting up the AV requirements for various College activities
6. Assistance in Sports Store
7. Supervision in College Hall
7. Assistance to Audio-Visual Officer
9. Member of Smooth Operations Group

### **The Theatre Technician duties include:**

#### **1. AUDIO-VISUAL FACILITIES**

Responsibility for the audio and visual technology (fittings and equipment) in:

1. Alphington Court
2. College Hall
3. Greening Auditorium
4. Rivergum Theatre and Hickey Foyer
5. Yarangabee Centre
6. Nolan Court
7. ERC Plaza

## 2. STORES CONTROL

1. Prepare full inventories of all equipment in each area.
2. Check all equipment for working order at regular intervals.
3. Organise for the repair of equipment or fittings.
4. Perform an annual stock-take.
5. Ensure proper and safe storage.

## 3. PREPARATION OF COLLEGE EVENTS

1. Set up facilities for audio – visual before College functions as designated by the SOGGIES team and monitor the operation. This includes College events held after hours.
2. Check Rivergum Theatre before and after use for damage to fittings or seats.
3. Check and have replaced all Rivergum Theatre lights as needed.
4. Set up Rivergum Theatre and other College venues for staff events.
5. Operate and maintain the lighting grid in The Atrium.

## 4. SUPERVISION IN RIVERGUM THEATRE

1. Ensure all elements of the Rivergum Theatre Protocol are adhered to.
2. Liaise with the Facilities Manager in relation to Rivergum Theatre bookings.
3. Co-ordinate the use of the “Technician’s Access Card” and ensure that theatre technicians are adequately trained.
4. Enforce food, drink, cleanliness and damage protocol for theatre.
5. Maintain clean and tidy appearance of Hickey Foyer at all times, ensuring temporary use furniture and props are put away as soon as possible.
6. Monitor cleaning of theatre, foyer, kitchen and dressing rooms and advise Business Manager of cleaning needs.
7. Perform each semester a full stock-take and serviceability check of all equipment, fittings and props in Theatre.
8. Be available outside of regular hours, where possible to supervise the hirer of the Rivergum Theatre.

## 5. SUPERVISION IN GREENING AUDITORIUM

1. Regular inspections of the building, both inside and outside.
2. Ensuring the satisfactory condition of the space (including G5 and G6) is maintained.
3. That all furniture and fittings used is returned to its correct location.
4. That maintenance issues are logged immediately as required.

## 6. SUPERVISION IN COLLEGE HALL

5. General supervision of appropriate use of College Hall.
6. Storage and Care of Plants.

## 7. ASSISTANCE TO AUDIO VISUAL OFFICER

1. Customer service duties as designated by the Line Manager.
2. Assist with recording, cataloguing and storage.

8. MEMBER OF SMOOTH OPERATIONS GROUP

1. Attend weekly meetings of the 'smooth operations group'.
2. Take note of particular duties pertaining to role.
3. Plan in advance the organisation of College events.

9. First level support for maintaining / adjusting centrally controlled air-conditioning settings.

**Key Performance Indicators**

- Equipment operational to satisfaction of the Principal and Assistant Principal - Organisation
- Set up of College Events in a designated time frame
- Student and staff satisfaction with service offered
- Equipment regularly checked and misuse followed up
- Clear and effective recording procedures
- Satisfaction of Line Manager with work
- Satisfaction of key stakeholders with facilities and equipment, including College events
- Good working relationships with staff and students
- Awareness of and implementation of College policies

**Terms and Conditions**

- Terms and conditions are as outlined in the *Victorian Catholic Education Multi Enterprise Agreement 2013*.
- The position is remunerated as an Education Support Officer. The position may be Category A, B or C by agreement of the appointee and the Principal. The Level depends on qualifications and experience and the degree of supervision required.
- Additional work out of hours will be remunerated as Time in Lieu during the school holiday period or as mutually agreed between the parties at the normal rate of pay.

Revised and implemented February 2008, revised December 2010, August 2017