

**POSITION DESCRIPTION: TECHNICAL MANAGER**

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| <b>Location</b>            | New Theatre - Newtown NSW                                                                                                                                                                      |
| <b>Reporting to</b>        | Theatre Manager                                                                                                                                                                                |
| <b>Salary</b>              | \$35 per hour plus Super                                                                                                                                                                       |
| <b>Hours of Work</b>       | 24 hours between bump-out, bump-in and preview of New Theatre mainstage productions.<br>4 hours per week at other times<br>Additional hours, as arranged, for special events and outside hires |
| <b>Basis of employment</b> | Part-time including a 6-month probationary period                                                                                                                                              |

**1. Summary of Position**

The Technical Manager will provide management and support in all technical aspects of the theatre, while ensuring the safe and efficient working of all technical equipment and software.

**2. Working Relationships**

The Technical Manager:

- Reports to the Theatre Manager (or delegate) on a day-to-day basis to agree on work hours and priorities
- Works closely with the Production Coordinator to manage and support all technical aspects of production
- Liaises with the following volunteers:
  - Directors and Designers
  - Production and Stage Managers
  - Operators
- Generally, works unsupervised on specific tasks

**3. Key Deliverables of the Position**

The Technical Manager oversees:

- The efficient technical set-up and operation of each production/event, and
- The ongoing maintenance and upgrading of technical equipment, software and operations

#### **4. Detailed Duties**

##### **4.1 Production Week**

Between the end-of-show bump-out and next show first preview, the Technical Manager will provide a total of 24 hours technical management and support, as arranged with the production team, for each New Theatre's mainstage show. This will include:

- Support for designers during bump-in and bump-out
- Supervision and/or assistance with rigging (and de-rigging), plotting and teching of lights, sound and AV equipment
- Supervision of technical rehearsals
- Support for operators (and training if necessary)
- Technical clean after each show to ensure that the theatre is returned to its correct state and that all technical items are ready for the following day's bump-in
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##### **4.2 Other Weeks**

Between production weeks, the Technical Manager will provide 4 hours per week for general maintenance of technical stock and equipment. This will include:

- Cleaning and maintaining technical equipment
- Annual tagging and testing
- Ongoing stocktake of equipment and maintenance of an asset register
- Maintenance of equipment lists that can be distributed to designers
- Recommendations to management when major repairs or renewals are required
- Sourcing and installation of equipment, as required
- Updating of technical documents, as needed
- Training of staff and volunteers, as required

##### **4.3 Other Events**

Technical management and support for special events and outside hires will be arranged with the Technical Manager as separate work packages. If not available, the Technical Manager can make recommendations re alternative technical support and will need to brief the alternative person re New Theatre's equipment and procedures.

#### **4.4 On Call**

The Technical Manager will be expected to be on call for technical questions and support during production hours.

### **5. Person Specification**

The person required for the position of Technical Manager needs the following qualifications, experience and capacities:

#### **5.1 Essential Qualifications**

- Min of 2 years management experience in a creative environment
- Relevant technical qualifications including an up-to-date Testing and Tagging certification
- Proficient in the set-up and operation of technical hardware and software systems commonly used in theatre production
- Demonstrated ability to self-manage; plan, organise and set priorities with minimum supervision
- Excellent communication and interpersonal skills, including the ability to liaise, consult, and negotiate effectively with a diverse range of people
- Capacity to commit to working hours listed above on an ongoing basis

#### **5.2 Desirable Qualifications**

- Experience working in a community theatre with volunteers
- Volunteer recruitment and leadership skills
- Technical design experience and/or skills
- Good working knowledge of the ETC Ion lighting desk and Qlab software
- Awareness of Work Health & Safety Issues

### **6. Notes**

The Technical Manager cannot work unapproved additional hours. All additional hours must be approved in advance by the Theatre Manager.



If the Technical Manager is not available for the agreed hours, they need to work with the Theatre Manager to ensure there is a trained and/or qualified person able to complete the above duties in their absence.

New Theatre will provide all associated insurances to ensure that the Technical Manager is covered for all work undertaken on the premises.

The Theatre Manager will advise the Technical Manager of any technical issues reported by Stage Management teams that need addressing.