



St Leonard's College
An education for life.

General Staff Position Description

Position Title:	Theatre Technician Coordinator
Dated:	January 2023
Reports To:	Director of Facilities
Prepared by:	Head of Human Resources

Position Purpose

We are seeking a suitably qualified technician to manage performance events across the College, providing effective sound and lighting to ensure optimum efficiency and success in the presentation of all productions, performances, practices and some lessons. The position may also be required to manage other AV requirements throughout the College outside of the classroom.

Each year the College calendar is filled with a spectacular array of concerts, performances, recitals, musicals, dramatic performances and public/community events.

The performing arts have long been an integral and vibrant part of life at St Leonard's College. Our reputation in the community is one of excellence, with our productions acknowledged with state and national awards and many of our Old Collegians pursuing successful careers in the entertainment, music and theatre industries.

This position will be responsible for the coordination of all technical aspects associated with the usage and maintenance, including but not limited Leonardian Centre, Thelma Woolhouse Theatre, Marjory Menzies Hall and outdoor spaces when used for College events. In addition, the successful applicant will ensure all technical requests made by College staff are met to support the teaching and learning within the College.

This includes the oversight and management of all staff who will use any technical element of the Leonardian Centre. In addition, the Theatre Technician Coordinator will coordinate and support the safe and appropriate usage of technical facilities within the Leonardian Centre by outside groups.

Position Status

Due to the nature of the role the successful candidate will be required to work flexible hours to suit theatre and music productions and event times, some of which will be in the evenings.

This role is a permanent full-time position with hours averaged over a period of 12 months. Included is four weeks annual leave plus College deemed shut down days, usually four per year.

Working Relationships

Reporting to the Director of Facilities, the Theatre Technician Coordinator will work closely with all College staff.

Duties and Essential Job Functions

Specific events for which the Theatre Technician Coordinator will be technically responsible include, but are not limited to:

- school theatre productions
- music events and concerts
- school gatherings including assemblies, parent events, speech nights

The role consists of, but not limited to, the following tasks:

- Management, setup, operation and maintenance of all sound and AV equipment and services for events and presentations across various venues across the College
- Ensuring Health and Safety procedures are adhered to for all performances, events and activities relating to all technical and mechanical aspects of performances
- Specific to the Leonardian Centre
 - Management, operation and maintenance of all lighting elements, vision and live streaming elements and mechanical rigging
 - In conjunction with the Director of Facilities
 - set the main stage in its various states (theatre / music / assembly etc.)
 - Liaising with staff and students to best utilise the technical aspects of the Leonardian Centre to enhance teaching and learning (both curricular and cocurricular) within the College
 - Conduct or facilitate the delivery of 'venue safety inductions' to College staff and students as well as external users
- Deliver technical instruction to College staff as required
- Operate sound & AV equipment, including presenter equipment in all venues, incorporating board operation
- Ensuring the venues equipment and materials are kept in a neat, clean and tidy condition, with all lighting, sound & AV equipment not in use being stored in a safe and appropriate manner
- Excellent interpersonal skills when dealing with the team, presenters and hirers whilst ensuring the highest level of service and presentation is always maintained
- Actively contributing to the success of the performing arts team and the wider organisation by seeking better ways of working by embracing innovation
- Assist College staff with use of resources, equipment and materials as required
- Instruct students on the use of sound and vision equipment under supervision
- Maintain an inventory of stock/equipment; providing reports on faulty equipment to ensure hazards are eliminated, and replacement and repairs are carried out effectively
- Providing input in to Safe Working Method Statements and Risk Assessments to mitigate risk around the use and operation of technical equipment and show specific processes
- Providing input and feedback on new technologies, equipment and software upgrades

Skills

Proven experience in venue technical usage and/or management.

The Theatre Technician Coordinator will be expected to:

- have a thorough knowledge of venue performance sound and audio-visual equipment.
- have the ability to work collaboratively as part of a larger team
- manage time and resources effectively, in a controlled manner
- complete all tasks to a high standard
- communicate effectively

Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety.

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2020*, and any subsequent Agreement.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health, Safety and Wellbeing
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
 - communication – effective, helpful and positive
 - confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
 - teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
 - accountability – we do our work with honesty, integrity and enthusiasm
 - performance – we perform to the best of our ability
 - initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.