

QUEENSLAND THEATRE

Position Description

Technical Coordinator

Position context

Queensland Theatre has more than 50 years of proud history creating an extensive repertoire of classic, contemporary, international and Australian theatrical works. Our mission is to connect people and ideas through compelling theatre experiences that inspire, entertain and challenge. At the heart of this mission is our team who are driven by a passion for the work we do and their positive spirit.

The Technical Coordinator is a member of the Technical and Production team that facilitates and coordinates all production, technical and design (stage, costume, lighting, sound, AV etc) elements necessary for staging theatrical performances.

Role purpose

The Technical Coordinator supports the Technical Manager, as part of the Technical and Production team, to ensure the technical requirements/elements of Queensland Theatre productions are in place, and is expected to:

1. work with and support the Technical and Production team to coordinate and implement the technical elements required in the end-to-end production process; and
2. independently coordinate all technical aspects of an assigned production, hire or event assigned by the Technical Manager; and
3. support the Technical Manager to ensure theatre and production technical systems and assets are maintained to ensure continual effective operation; and
4. maintain a high-level knowledge of technical requirements, processes, and schedules.

Reporting relationship

This position reports to the Technical Manager, who reports to the Director, Technical and Production.

Key responsibilities

Objective 1: Technical coordination

Coordinate technical elements of Queensland Theatre productions as required:

- Assist the Technical Manager in planning for all theatrical productions and ensure the Technical Manager is kept abreast of activities with creative teams.
- Plan and coordinate all technical requirements for productions as directed, ensuring timely communications of requirements to venue staff.
- Ensure theatre production technical systems and assets are maintained to ensure continual effective operation.
- Roster and supervise technical crew, including casual workers and contractors for productions and events as required.

- Coordinate technical set ups and pack downs of staging equipment, props and sets for Queensland Theatre productions, as required.
- Liaise with technical creatives in the provision of all technical requirements.
- Be familiar with Company equipment and technical assets and coordinate the safe installation and operation of such equipment.
- Assist the stage management of each production in the preparation and execution of the audio component of the production.
- Ensure timely and effective communication of the technical requirements to management and creative teams.
- Assist in the planning, coordination, and operation of technical elements for Queensland Theatre events as required.
- Maintain inventory of the Company's technical equipment.
- Ensure mandatory maintenance schedules are followed.
- Ensure compliance with relevant statutory acts and government policies.
- Make recommendations on the purchase of capital equipment.
- Advise the Technical Manager and other Technical and Production team production staff to ensure the appropriate risk management processes and work health and safety procedures are created and applied to each production and team activity.

Objective 2: Budgeting and costing

Operate/maintain all production technical requirements within budget:

- Work with the Technical Manager to:
 - determine the resource needs of productions, tours, and related activities, in conjunction with creative personnel and heads of department;
 - undertake detailed costings for all production elements of productions, tours and related activity and provide to the Technical Manager;
 - be responsible for management and control of technical budgets as allocated by the Production Manager; and
 - provide regular reports to the Technical Manager on resource usage and budget tracking across the production process.

Objective 3: Activity scheduling

Maintain production and venue activity scheduling:

- Assist in the planning and management of technical elements for Queensland Theatre events, as required.
- Work with the Production Coordinator and Operations Team, to plan and coordinate all technical requirements for venue hires and special events as required. All equipment usage, staffing and costings to be approved by the Technical Manager.

Perform other duties commensurate with skills, experience and capabilities as required to meet team and organisational needs.

Reflect Queensland Theatre values in the way work is performed.

Selection criteria

1. At least three to five years' experience in the mounting/staging of theatrical productions and the technical coordination elements, including bump in, technical rehearsals, maintenance and bump out.
2. Strong practical skills in lighting, sound, video and staging with the ability to read and interpret plans/sections to scale.
3. Ability to work autonomously and within a team to coordinate all technical aspects of a production efficiently and effectively.
4. Demonstrated problem solving and analytical skills including creative/lateral thinking and the ability to interpret technical specifications and plans and make substitutions as appropriate.
5. Experience in managing, developing, and controlling budgets and timelines for large scale projects.
6. Experience in preparing plans and integrating technical resources for productions, events and activities within defined project parameters and timelines.
7. Ability to operate basic level lighting, sound, video and/or communications systems, specifically ETC lighting consoles, Yamaha sound consoles, Qlab and Dante.
8. Knowledge of the Australian performing arts industry.
9. Proficient in the use of CAD drawing software, specifically Vectorworks.
10. Willingness and flexibility to work extended hours as required.
11. Qualifications/licences: Current open driver's licence, EWP.

Desirable

1. Formal training in technical theatre
2. Qualifications/licences: Restricted Electrical Licence, Riggers License, Work Safely at Heights, First Aid Certificate, Blue Card, Test and Tag Certification.

Other attributes

- Positive attitude, self-directed with an ability to collaborate in a busy environment to achieve results.
- Resourcefulness to find required information.
- High level attention to detail.
- Ability to work effectively as a team player as well as independently.
- Enthusiasm for the arts.

Work hours

The is a full-time position. The position requires flexibility with some out-of-hours work including some evening work inherent in the arts to fulfill the requirements of the role.

Queensland Theatre is an employer that embraces diversity, equity and inclusion in the workplace, with a commitment to fostering an environment where all differences are values and respected. We promote a culture of opportunity and encourage Indigenous Australians and people from a range of cultural and linguistic backgrounds to apply.

HOW TO APPLY

If you are interested in this role please submit a written application which should include:-

1. a cover letter outlining your suitability for the role and interest in working at Queensland Theatre;
2. resume / curriculum vitae;
3. a response (maximum 2 pages) to the selection criteria outlined in this position description;

Please address your application to the Human Resources Manager, Queensland Theatre, and email application to employment@queenslandtheatre.com.au

Please combine your application into a single PDF or Word document.