

QUEENSLAND THEATRE

Position Description

Technical Manager

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.

Our work is carried out in line with our Queensland Theatre values of Positive Spirit, Everyone Belongs, Creating Magic and Stronger Together.

The Technical Manager 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 Manager is responsible for overseeing and ensuring that the production and technical requirements/elements of Queensland Theatre productions are in place. The Technical Manager supports the Director, Technical and Production and Production Manager and works with the Technical Coordinator and production creative personnel to coordinate and implement the technical production elements (eg lighting, sound, AV, special effects, etc) required in the end-to-end theatre production development process. A key component of this hands-on role is ensuring the theatre production technical systems and assets are maintained to ensure continual effective operation and to assist in the monitoring and assessment of risks throughout the production development process. The role also manages all technical casual crew and contractors.

Reporting relationship

This position reports to the Director, Technical and Production.

Key responsibilities

Objective 1: Technical management and implementation

Management and implementation of technical elements of productions

- In consultation with the Director, Technical and Production and Production Manager:
 - plan, coordinate and implement technical requirements/systems/assets for all theatrical productions, ensuring compliance with budget parameters and schedules/deadlines;
 - assess resource needs of productions, tours and/or related activities
- Oversee and ensure the safe installation and operation of technical systems and production equipment.

- Liaise with technical creatives and production design teams regarding production technical requirements and ensure timely and effective communication of technical requirements to management and creative teams.
- Maintain knowledge of technical assets, requirements, processes, systems and documentation, including schedules.
- Ensure technical documentation is current.
- Support the Technical Coordinator to ensure:
 - the technical equipment/asset inventory is maintained and advise where equipment may need maintenance or replacement.
 - mandatory maintenance schedules are followed.
- Be the contact point for theatre management on production technical matters.
- With the Technical Coordinator:
 - prepare costings for technical elements of productions, tours and related activity;
 - assess resource usage and budget tracking across the production process;
 - coordinate technical set ups and pack downs for Queensland Theatre productions;
 - liaise with external organisations/companies for the loan or hire of Queensland Theatre equipment;
 - assist and communicate with stage management teams and production personnel of each production regarding production requirements;
 - assist with preparation of rehearsal spaces, providing production and company information, for example, technical inductions etc;
 - arrange petty cash floats, creation of purchase orders, reimbursements, and payments for items required for productions etc.
- Maintain a working knowledge of applicable industrial awards and legislation.
- Ensure compliance with relevant statutory legislation and Queensland Theatre policies and procedures.
- Work collaboratively with all members of the Technical and Production team and across the Company to facilitate work activities.
- Support the wider Company in the planning, coordination, and operation of technical elements for approved Queensland Theatre events, as required.

Objective 2: Venue technical requirements

Source and maintain venue technical specifications

- Source specific venue and technical information and ensure that production files are kept up to date.
- Be responsible for the creation and dissemination of production documentation to all venues and Creative personnel.
- Assist with the creation and distribution of a 'Designer Package' that contains all applicable paperwork specific to the Venue for the designers use in preparing the production.

Objective 3: Production scheduling

Assist with the scheduling of Queensland Theatre productions

- In consultation with the Director, Technical and Production and Production Manager, create and maintain scheduling documentation for current and future seasons, including touring productions.
- In consultation with the Director, Technical and Production and Production Manager, create production schedule templates as required.

Objective 4: Production resourcing

Assist/support the Director, Technical and Production and Production Manager with resource requirements for mounting productions.

- Assist with the rostering, contracting and recruitment/placement and coordination of technical and stage management crew, as required.
- Determine the technical resource needs of productions, tours and related activities, in conjunction with creative personnel, the Director, Technical and Production and Production Manager.
- Manage the maintenance and upgrades of all technical resources.

Objective 5: Work health and safety and risk management

Contribute to the development, maintenance, security and safety of Queensland Theatre's resources and premises.

- Support the Director, Technical and Production and other personnel in:
 - championing and promoting a healthy and safe work environment;
 - ensuring that systems of work and the working environment are safe and compliant;
 - ensuring hazards and unsafe workplace conditions/practices have been identified, reported and actioned, and preventative and corrective actions are identified to eliminate, isolate or minimise risks;
 - the process for investigating incidents, near misses and unsafe work practices including preparing any required reports.
- Adopt and promote relevant Queensland Theatre policies including Code of Conduct and work health and safety, reflecting Queensland Theatre values in the way work is performed.
- Manage the company test and tag process.

Perform other duties as reasonably required to meet Technical and Production team and organisational needs.

Selection Criteria

1. At least five years' experience in:
 - a. the mounting/staging of theatrical productions and the technical coordination elements, including bump in, technical rehearsals, maintenance and bump out; and
 - b. preparing plans and integrating technical resources for productions, events and activities within defined project parameters and timelines; and
 - c. rostering and supervising technical crew/personnel.
2. Strong practical skills in lighting, sound, video and staging with the ability to read and interpret plans/sections to scale with an ability to operate advanced level lighting, sound, video and/or communications systems, specifically ETC lighting consoles, Yamaha sound consoles, Qlab, Watchout and Dante.
3. Demonstrated experience/ability to manage personnel to achieve results.
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 theatrical productions.

6. Strong project management skills with an ability to forward plan, integrate and manage multiple priorities and activities within critical deadlines.
7. Strong communication skills (written and verbal) to engage stakeholders at all levels.
8. Knowledge of or experience in managing workplace health and safety risks.
9. The physical capability to frequently perform the inherent requirements of the role including manual work tasks that may involve strenuous activity and repetitive actions.

Desirable

1. Formal training in technical theatre.
2. Proficiency in the use of CAD drawing software, specifically Vectorworks.
3. Qualifications/licences: Restricted Electrical Licence, Riggers License, Work Safely at Heights, First Aid Certificate, Blue Card, Test and Tag Certification.

Other attributes

- A flexible, organised, self-motivated approach to work with an ability to collaborate in a busy environment to achieve results.
- Resourcefulness to find required information.
- High level attention to detail.
- Enthusiasm for the performing arts.
- Dedicated team player.

Work

The is a full-time position. The position requires flexibility given the nature of the position, production schedules and operational demands, including some additional hours at performances/season productions.

HOW TO APPLY

If you are interested in this opportunity, please read the position description and submit a written application which should include:-

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

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

Please address application to HR Manager, Queensland Theatre, and email to employment@queenslandtheatre.com.au by **Tuesday, 4 February 2025**.

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 valued and respected. We promote a culture of opportunity and encourage Indigenous Australians and people from a range of cultural and linguistic backgrounds to apply for Queensland Theatre roles.