

# 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.

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

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 plays a vital, hands-on role supporting 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, particularly, visual, lighting or audio elements; and
2. support the Technical Manager to ensure theatre and production technical systems and assets are maintained to ensure continual effective operation;
3. maintain a high-level knowledge of technical requirements, processes, and schedules; and
4. be collaborative and work effectively with a positive attitude to achieve results.

#### Reporting relationship

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

#### Key responsibilities

##### Objective 1: Technical coordination and implementation

Coordinate and implement technical elements of Queensland Theatre productions as required.

- Work with and assist the Technical Manager in:
  - planning, coordinating and implementing technical requirements/systems/assets for all theatrical productions, ensuring compliance with budget parameters and schedules/deadlines;
  - supporting the wider Company in the planning, coordination, and operation of technical elements for approved Queensland Theatre events, as required;

- ensuring the Technical Manager is kept informed of activities with creative teams;
- ensuring timely communication of any specific production requirements/elements to venue/front-of-house staff;
- ensuring theatre production technical systems/assets and assets are maintained for continual effective and safe implementation and operation;
- coordinating technical set ups and pack downs of staging equipment, props and sets for Queensland Theatre productions;
- liaising with technical creatives regarding production technical requirements and ensuring timely and effective communication of technical requirements to management and creative teams;
- assisting the production stage management team in the preparation and execution of the audio component of a production;
- maintaining technical equipment inventory and advise where equipment may need maintenance or replacement;
- monitoring and managing risks throughout the production development process;
- ensuring mandatory maintenance schedules are followed;
- assessing resource needs of productions, any production tours, and related activities;
- undertaking detailed costings for technical elements of productions, tours and related activity;
- assessing resource usage and budget tracking across the production process; and
- ensuring 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.

## **Objective 2: 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 without risks to health;
  - 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.

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

## **Selection criteria**

1. At least three 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.
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 basic level lighting, sound, video and/or communications systems, specifically ETC lighting consoles, Yamaha sound consoles, Qlab and Dante.
3. Demonstrated problem solving and analytical skills including creative/lateral thinking and the ability to interpret technical specifications and plans and make substitutions as appropriate.
4. Proficient in the use of CAD drawing software, specifically Vectorworks.
5. Ability to work autonomously and within a team to facilitate and deliver all work requirements and responsibilities.
6. Qualifications/licences: Current open driver's licence, EWP.
7. 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. Qualifications/licences: Restricted Electrical Licence, Riggers License, Work Safely at Heights, First Aid Certificate, Blue Card, Test and Tag Certification.

## **Other attributes**

- A flexible, self-motivated approach to work with an ability to collaborate in a busy environment to achieve results.
- Ability to take direction and apply acquired knowledge to satisfy requirements.
- Resourcefulness to find required information.
- High level attention to detail.
- Experience in managing, developing, and controlling budgets and timelines for large scale projects.
- Enthusiasm for the performing arts.

## **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](mailto:employment@queenslandtheatre.com.au) by **Tuesday, 28 January 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.*