



ADELAIDE FESTIVAL CENTRE

**POSITION DESCRIPTION**

Ref: HRF013

Issue No.:3

Date: July 2024

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| <b>Position Title:</b>                               | Head Sound Technician  |
| <b>Division:</b>                                     | Technical and Production   |
| <b>Department:</b>                                   | Production – Sound   |
| <b>Classification / Level:</b>                       | PAC TEC 5  |
| <b>Ordinary working hours and days</b>               | Work is dependent on theatre activity.   |
| <b>Reports to:</b>                                   | Head of Department - Sound   |
| <b>Roles reporting to this position:</b>             | <ul style="list-style-type: none"> <li>• Sound Technicians</li> <li>• Advanced Sound Technicians</li> </ul>  |
| <b>Significant working relationships:</b>            | <ul style="list-style-type: none"> <li>• Heads of Departments</li> <li>• Production staff and show crew</li> <li>• Internal customers (employees of Adelaide Festival Centre)</li> <li>• External customers (including home companies, presenters)</li> <li>• Venue hirers</li> <li>• Suppliers and technical teams</li> </ul>   |
| <b>Decision making / purchasing authority:</b>       | Some allocated office duties and show-specific decision making in consultation with Head of Department.  |
| <b>Special Conditions</b>                            | <p>Will be required to work in all AFC venues and ancillary spaces.</p> <p>There may be regular contact with children or working in close proximity to children or other vulnerable persons. Given this, incumbents may be asked to acquire a Working with Children Check at commencement and/or periodically throughout their employment.</p>   |
| <b>Information on Adelaide Festival Centre Trust</b> | <p>Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state.</p> <p>Adelaide Festival Centre is located on Kurna Yarta. We respect First Nations people around Australia and acknowledge the Kurna people as the traditional custodians of the Adelaide Plains. We honour their relationship with country, and we do so in the spirit of reconciliation.</p> |

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| <p><b>Department Overview</b></p>     | <p>The Technical and Production Department is a service provider to shows and events being held within Adelaide Festival Centre venues. The department comprises of:</p> <p><b>Staging:</b> Provides equipment and technicians to set up and operate stage requirements to support performances. The services include set construction, rigging, props coordination and operating fly systems for stage effects and scene changes.</p> <p><b>Lighting:</b> Provides equipment and technicians to set up and operate all types of performance lighting, control systems, follow spot and atmospheric effects (smoke, haze &amp; dry ice). Event lighting design is also available. General maintenance and repair and installations to all associated equipment.</p> <p><b>Sound:</b> Provides technical services to Adelaide Festival Centre productions and events through high quality live sound operating, and sound design. These services include live operating of FOH and Monitors, Radio and IEM technology, spectrum management, BOH communications and basic AV. Maintain, repair, test and install all associated Sound department equipment.</p> <p><b>Wardrobe:</b> Provides equipment and personnel to support performers during performances. Services include dressing performers, setting quick costume changes, wigs and make up and the laundering, alterations and maintenance of costumes.</p> <p><b>Stage/Production Management:</b> Discuss and interpret the needs of the client, creatives and production crew during the life of a performance including the time management and budget. Manage the show from rehearsal, bump in, performance and bump out.</p> |
| <p><b>Summary of Key Purpose:</b></p> | <p>Head Sound Technicians have comprehensive skills and experience in sound engineering of live entertainment productions and events. Good ability to maintain, repair, test and install all associated Sound department equipment.</p> <p>Where possible they proactively assist the Head of Department in achieving administrative and production outcomes.</p> <p>Head Sound Technicians are expected to model respectful behaviour to the team and to lead by example in both job delivery and attitude.</p> <p>Head Sound Technicians are expected to adhere to all applicable AFC and State Government of South Australia policies, procedures and work methods.</p>   |

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| <b>Key Result Area / Accountabilities:</b>   |
| Lead and manage Sound bump ins and outs, rehearsals and performances of shows and events.  |
| Coordinate and participate in the rehearsal and performance of technical changes and cues.   |
| Liaise and interpret client requirements for a production and instigate actions that will achieve stated objectives and where appropriate provide solutions.   |
| Prepare, modify, apply and interpret show paperwork including quotes and chargesheets  |
| As required, undertake operational roles within the department including rostering, quoting and equipment logistics and hires.   |
| In association with the Head of Department - Sound educate, train, mentor, guide and develop staff in all aspects of sound including safe work practices.  |
| Lead and manage Sound crew ensuring all policies and procedures around employee entitlements and WHS and Risk are always adhered to.   |
| Ensure crew complete time and attendance requirements to accurately to reflect work performed.   |
| Work cooperatively as part of the wider Production team and work with the Head of Department - Sound to promote an effective team environment.   |
| Communicate with Production Coordinators and other department Head Technicians to ensure effective outcomes are achieved.  |
| Maintaining a comprehensive knowledge of the technical capabilities of all AFC venue and ancillary areas   |
| Manage all equipment correctly for production use. Including check equipment for damage or loss and initiating procedures for routine maintenance and repair.  |
| Fault-finding any equipment and notifying the Head of Department – Sound, including providing on-the-spot maintenance and repairs to equipment prior to and during performances.   |
| <b>General</b>   |
| Perform any other duties as directed by the Head of Department, within level of skills, experience and competence.   |
| Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved. |
| At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre and consistent with those prescribed in the Code of Ethics for the South Australian Public Sector.       |
| Demonstrate appropriate behaviour and adhere to AFC's policies and procedures in relation to EEO and the prevention of Bullying and Harassment in the workplace  |
| Comply with all AFCT policies & procedures not limited to WH&S and Records Management.   |
| <b>EBMS (Event Business Management System)</b>   |
| Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.   |

**Records Management**

All records created within the conduct of AFCT business to be managed in accordance with AFC's Record Management Policy, associated policies, procedures and legislation.

**Work Health & Safety Responsibilities (WH&S)**

Care for your own and others' health and safety.

Comply with any reasonable instruction from the department, so far as you are reasonably able.

Cooperate with all reasonable departmental policies and procedures.

Comply with the WHS legislation.

Wear and maintain Personal Protective Equipment (PPE) as directed.

Use other safety and emergency equipment provided in the workplace.

Assist with and conduct risk assessments.

Report a hazard, incident, injury or illness arising from workplace activities within 24 hours.

Implement WHS policies, procedures and safe systems of work.

| Key Competencies:   | Requirement |
|---|-------------|
| <b>Qualification / Education</b>  |             |
| Suitable technical qualifications from a tertiary institution or equivalent knowledge and experience  | Essential   |
| Comprehensive knowledge of work health and safety   | Essential   |
| Elevated Work Platform - current certificate  | Desirable   |
| White Card - current certificate  | Essential   |
| <b>Technical / Business Skills &amp; Person Attributes</b>  | Essential   |
| Contemporary education, skills, knowledge and experience in Sound equipment, design, operation and delivery                                 | Essential   |
| People management and team building skills.   | Essential   |
| Skills in quality customer service are essential together with sound communication and interpersonal skills.                                | Essential   |
| Be physically fit with unrestricted ability to lift, bend, stretch & twist.   | Essential   |
| Possess effective reading, writing and listening skills to ensure instructions and standards are understood and implemented.                | Essential   |
| Ability to work within a team environment and to work cooperatively with other staff, supervisors/managers and touring organisations.       | Essential   |
| Possess a sound understanding of the entertainment industry, its terminology, traditions and protocol.                                      | Essential   |
| Possess relevant computer literacy skills, in particular Microsoft Office products.   | Essential   |
| <b>Experience</b>   | Essential   |
| Experience participating within a team.   | Essential   |
| Significant experience as an Advanced Sound Technician in the theatrical and/or live performance industries.                                | Desirable   |
| Experience within a multi venue arts centre   | Essential   |
| Excellent knowledge and experience of programming a range of digital consoles.  | Essential   |
| Demonstrated knowledge of designing, configuring, optimising line array systems of leading professional brands.                             | Essential   |
| Knowledge and experience of networking practices for live events including Audio over IP implementation                                     | Essential   |
| Knowledge and experience of BOH and FOH communications, intercom systems and fiber-based media networks for video, audio, and data signals. | Essential   |

**Position Description:** Head Sound Technician – PAC TEC 5

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Signature of Incumbent:

Date:.....