



ADELAIDE FESTIVAL CENTRE

## Position Description

Date: Nov 2024

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title:</b>                         | Advanced Lighting Technician                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Department:</b>                             | Production – Lighting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Classification / Level:</b>                 | PAC TEC 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Ordinary working hours &amp; days:</b>      | Work is dependent on theatre activity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Reporting to:</b>                           | Head Technician / Head of Department (HoD) Lighting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Positions reporting to this role:</b>       | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Significant working relationships:</b>      | <ul style="list-style-type: none"> <li>• Head Technician, production staff and show crew</li> <li>• Internal customers (employees of Adelaide Festival Centre Trust)</li> <li>• External customers (including, patrons, government officials, visitors and general public)</li> <li>• Venue hirers</li> <li>• Suppliers and technical teams</li> </ul>                                                                                                                                                                                                                                                                                                                                       |
| <b>Decision Making/Purchasing Authority:</b>   | Basic decision making in consultation with Head Technician and the Head of Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Special Conditions:</b>                     | 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 have a Working with Children Check                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Information on Adelaide Festival Centre</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 Kaurna Yarta. We respect First Nations people around Australia and acknowledge the Kaurna 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> |

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Department Overview</b></p>     | <p>The Production Department is a service provider to shows and events being held within the 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 &amp; technicians to set up and operate all types of performance lighting, control systems, follow spot and atmospheric effects (smoke, haze and dry ice). Event lighting design is also available. General maintenance and repair and installations to all associated equipment.</p> <p><b>Sound:</b> Provides equipment, technicians to set up and operate Sound equipment to support performances to the highest possible standard. These services include live operating, reinforcement &amp; amplification, fold back operating, radio microphone and spectrum management, basic video and all backstage and foyer communications. Technical support to Adelaide Festival Centre events offering venue Sound design and studio engineering products. General maintenance and repair and installations to all associated equipment.</p> <p><b>Wardrobe:</b> Provide equipment and personnel to support performers during performances. Services include dressing performers, setting quick costume changes, wigs &amp; make up and the laundering, alterations and maintenance of costumes.</p> <p><b>Stage Management:</b> Liaise 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>Production Coordinators:</b> Liaise with incoming hirers or in-house produced users to determine and coordinate production, technical, logistic and compliance requirements for each production or event</p> |
| <p><b>Summary of Key Purpose:</b></p> | <p>Advanced Technicians participate in the bump in and out, rehearsal and performance of shows and events.</p> <p>Advanced Technicians assist the Head Technicians with the coordination of crews.</p> <p>Advanced Technicians are able to work unsupervised, however their work is under the direction of a Head Technician or HOD who may or may not be in the venue they are operating in.</p> <p>Advanced Technicians are responsible over an allocated discipline within the Lighting department.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Key Result Area / Accountabilities:</b>                                                                                                                                                                               |
| Be able to independently set up and operate a wide range of lighting equipment, working within Adelaide Festival Centre operational guidelines.                                                                          |
| Independently participate in the rehearsal and performance of technical scene changes and cues.                                                                                                                          |
| Prepare, modify, apply and interpret technical paperwork without supervision or direction.                                                                                                                               |
| Advanced technicians must be able to work without direct supervision and make day-to-day decisions within framework of role.                                                                                             |
| Work cooperatively as part of a production team and support Head Technician.                                                                                                                                             |
| Advanced technicians will be required to work in any venue and therefore must have a working knowledge of all Adelaide Festival Centre venues.                                                                           |
| Manage all equipment correctly for production use.                                                                                                                                                                       |
| Check equipment for damage or loss and initiate procedures for repair or replacement                                                                                                                                     |
| Identify fault-finding on equipment and rectify and provide on-the-spot maintenance and repairs to equipment prior to and during performances.                                                                           |
| Notify Head of Department of equipment failure                                                                                                                                                                           |
| <b>General</b>                                                                                                                                                                                                           |
| Perform any other duties as directed by the manager, 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 behaviors at the Festival Centre and consistent with those prescribed in the Code of Ethics for the South Australian Public Sector.        |
| Demonstrate appropriate behavior and adhere to AFCT's policies and procedures in relation to EEO and the prevention of Bullying and Harassment in the workplace                                                          |
| <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.                                                                         |
| <b>Records Management</b>                                                                                                                                                                                                |
| All records created within the conduct of AFCT business to be managed in accordance with AFCT's Record Management Policy, associated policies, procedures and legislation.                                               |

| <b>Work Health &amp; Safety Responsibilities (WH&amp;S)</b>                                                                                             |                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Care of your own health and safety and the health and safety of others.                                                                                 |                    |
| Comply with any reasonable instruction from the Department of the Premier and Cabinet, and Adelaide Festival Centre, so far as you are reasonably able. |                    |
| Cooperate with all reasonable the Department of the Premier and Cabinet, and Adelaide Festival Centre policies and procedures.                          |                    |
| Comply with the WHS legislation by adhering to the WHS requirements set out in the Adelaide Festival Centre Trust's WHS management system.              |                    |
| 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.                                                                                            |                    |
| <b>Key Competencies:</b>                                                                                                                                | <b>Requirement</b> |
| <b>Qualifications / Education</b>                                                                                                                       |                    |
| Successfully completed or demonstrate RPL status for Cert IV in relevant qualification.                                                                 | Essential          |
| Successfully completed basic courses relating to Occupational Health Safety and Welfare                                                                 | Essential          |
| Hold a current certificate for Elevated Work Platform                                                                                                   | Essential          |
| <b>Knowledge / Skills / Abilities</b>                                                                                                                   |                    |
| Be physically fit with unrestricted ability to lift, bend, stretch and twist.                                                                           | Essential          |
| Successfully completed company Pre-Employment Medical Assessment                                                                                        | Essential          |
| Possess effective reading, writing and listening skills to ensure instructions and standards are understood and implemented                             | Essential          |
| Ability to work in a team environment. Work cooperatively with other staff, supervisors/managers and touring organizations                              | Essential          |
| Possess relevant computer literacy skills, in particular Microsoft Office products                                                                      | Essential          |
| Possess a sound understanding of the entertainment industry, its terminology, traditions and protocol                                                   | Essential          |
| Possess a genuine interest in the arts or entertainment industry                                                                                        | Highly desirable   |
| <b>Experience</b>                                                                                                                                       |                    |
| Experience participating in a team                                                                                                                      | Essential          |
| Relevant experience within live performance industry                                                                                                    | Essential          |

.....  
Signature of Incumbent:

.....  
Date: