



Position Description

Ref : HRF013

Issue No. : 2

Date: Dec
18

Position Title:	Advanced Sound Technician
Division:	Production
Department:	Production – Sound
Classification / Level:	PAC TEC 4
Ordinary working hours & days:	Work is dependent on theatre activity.
Reporting to:	Head Technician / Head of Department (HOD)
Positions reporting to this role:	Performance or venue related rostered staff from time to time
Significant working relationships:	• Head Technician, production staff and show crew • Internal customers (employees of Adelaide Festival Centre Trust) • External customers (including, patrons, government officials, visitors and general public) • Venue hirers • Suppliers and technical teams
Decision Making/Purchasing Authority:	Basic decision making in consultation with Head Technician and the Head of Department.
Special Conditions:	There may be regular contact with children or working in close proximity to children or other vulnerable persons. Given this, incumbents may be required to obtain a Working with Children Check during the course of their employment.
Information on Adelaide Festival Centre	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.

Department Overview	The Production Department is a service provider to shows and events being held within the Adelaide Festival Centre venues. The department comprises of: Staging: 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. Lighting: Provides equipment & 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. Sound: Provides equipment, technicians to setup and operate sound equipment to support performances to the highest possible standard. These services include live operating, reinforcement & 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. Wardrobe: Provide equipment and personnel to support performers during performances. Services include dressing performers, setting quick costume changes, wigs & make up and the laundering, alterations and maintenance of costumes. Stage Management: Liaise and interpret the needs of the client, creative's 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. Production Coordinators: Liaise with incoming hirers or in-house produced users to determine and coordinate production, technical, logistic and compliance requirements for each production or event
Summary of Key Purpose:	Advanced Technicians participate in the bump in and out, rehearsal and performance of shows and events. Advanced Technicians assist the Head Technicians with the coordination of crews. 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. Advanced Technicians are responsible over an allocated discipline within the sound department.

Key Result Area / Accountabilities:
Be able to set up and run equipment. Working within AFCT operational guidelines.
Participate in the rehearsal and performance of technical scene changes and cues.
Prepare, modify, apply and interpret 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.
When working as a fold back technician, all stage aspects of sound are managed.
When working as a senior radio technician, liaison with artists regarding radio coordination, manage frequencies and related paperwork.
When working as a Front of House (FOH) board operator, all aspects of FOH sound mix are undertaken in accordance with client and AFCT requirements.
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 AFCT 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. Provide on-the-spot maintenance and repairs to equipment prior to and during performances. Notify Head of Department of equipment failure
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 behaviours at the Festival Centre.
Be aware of and comply with Adelaide Festival Centre policies and procedures including EEO, prevention of Bullying and Sexual Harassment in the workplace and customer service guidelines.
EBMS (Event Business Management System)
Attend compulsory EBMS Training and seek further EBMS Training as needed to perform this role.
Work Health & Safety Responsibilities (WH&S)
Comply with Adelaide Festival Centre Work Health & Safety policies and procedures by ensuring you protect your own safety and that of others within the workplace.
Report any unsafe working conditions or practices which could adversely affect your or any others', health and safety to Health & Safety Representative or your Manager.
Participate where required in audit and corrective action processes.

Key Competencies:	Requirement
Qualifications / Education	
Successfully completed or demonstrate RPL status for Cert IV in entertainment or relevant qualification.	Essential
Have the ability to obtain RPL status for Advanced Diploma in Entertainment	Essential
Successfully completed basic courses relating to Occupational Health Safety and Welfare	Essential
Hold a current certificate for Elevated Work Platform	Essential
Knowledge / Skills / Abilities	
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
Experience	
Experience participating in a team	Essential
Relevant experience within entertainment industry	Essential
Demonstrated experience in undertaking set up and operation of fold back, or FOH Ops, or Radios	Essential

Signature of Incumbent:

Date: