

Position Description

Ref : HRF013

Issue No. : 5

Date: Feb 2014

Position Title:	Lighting Technician
Division:	Production and Technical
Department:	Production - Lighting
Classification / Level:	PAC TEC 2
Ordinary working hours & days:	Work is dependent on theatre activity.
Reporting to:	Head Technician / Head of Department
Positions reporting to this role:	N/A
Significant working relationships:	• Head Technician • Production staff • Show crew • Venue hirers • Internal customers (employees of Adelaide Festival Centre Trust) • External customers (including, patrons, government officials, visitors and general public)
Decision Making/Purchasing Authority:	Basic decision making in consultation with Head Technician
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. 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.

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, 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. 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:	To provide technical assistance to Head Technician and support Adelaide Festival Centre's Production department to ensure desired outcomes are achieved. Personnel working at this level may not have a supervisor immediately accessible, however works under the direction of a Head Technician.

Key Result Area / Accountabilities:
Be able to assist in the setting up and running of equipment. Working within Adelaide Festival Centre operational guidelines.
Participate in the rehearsal and performance of technical scene changes and cues.
Write, modify, apply and interpret basic cue sheets.
Work cooperatively as part of a production team.
Technicians may be required to work in any venue, however, will have a limited working knowledge of all Festival Centre venues.
Store all equipment correctly after use. Check equipment for damage or loss and initiate procedures for repair or replacement.
Undertake basic fault-finding on equipment before notifying a Head Technician. Provide on-the-spot maintenance and repairs to equipment prior to and during performances
Assist with maintenance of Risk Register.
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 and consistent with those prescribed in the Code of Ethics for the South Australian Public Sector.
Demonstrate appropriate behaviour and adhere to all Adelaide Festival Centre policies and procedures, including but not limited to equal employment opportunity and respectful behaviour the workplace
Comply with all AFCT policies & procedures not limited to WH&S and Records Management
EBMS (Event Business Management System)
Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.
Work Health & Safety Responsibilities (WH&S)
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.

Key Competencies:	Requirement
Qualifications / Education	
Successfully completed, working towards or have the ability to obtain RPL status for Cert IV in entertainment or like relevant qualification.	Highly desirable
Successfully completed basic courses relating to Work, Health & Safety	Essential
Elevated Work Platform current certificate	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 within a team environment. Work cooperatively with other staff, supervisors/managers and touring organizations.	Essential
Possess a sound understanding of the entertainment industry, its terminology, traditions and protocol.	Highly desirable
Possess a genuine interest in the arts or entertainment industry	Desirable
Experience	
Experience participating within team	Essential
Relevant experience within entertainment industry	Highly desirable

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Signature of Incumbent:

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Date: