

POSITION DESCRIPTION

Position Title:	Sound Technician
Division:	Venue Services
Department:	Production – Sound
Classification / Level:	PAC TEC 2
Ordinary working hours and days	Work is dependent on theatre activity.
Reports to:	Head Technician / Head of Department (HOD)
Significant working relationships:	• Head Technician, production staff and show crew • Internal customers (employees of Adelaide Festival Centre Trust) • External customers (including 'home companies', presenters) • Venue hirers • Suppliers and technical teams
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 Trust	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.
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Department Overview	The Production Department is a service provider to shows and events being held within 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 and technicians to set up and operate all types of performance lighting, control systems, follow spot and atmospheric effects (smoke, haze & dry-ice). Event lighting design is also available. General maintenance and repair and installations to all associated equipment. Sound: Provides equipment and technicians to set up and operate sound equipment to support performances to the highest possible standard. These services include live operating, reinforcement and 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 and make up and the laundering, alterations and maintenance of costumes. Stage Management: Discuss 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:	To provide technical assistance to Head Technician and support the AFCT Production Department to ensure desired outcomes are achieved. Personnel working at this level work under the supervision of a more senior Sound Technician and under the general direction of a Head Technician.

Key Result Area / Accountabilities:
Be able to assist in the setting up and running of equipment. Working within AFCT 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 will be required to work in any venue, however will have a limited working knowledge of all AFCT 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.
Undertake any duties as requested that are within level of competence
Ensure processes are implemented and activities are monitored to achieve compliance with all legislative and corporate governance requirements including risk management, WHS, EEO, records management and procurement.
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.
Work Health and Safety Responsibilities (WHS)
Use and wear appropriate clothing and safety equipment to ensure safe operations according to AFCT policies and procedures.
Comply with Adelaide Festival Centre Work Health and Safety policies and procedures by ensuring you protect your own safety and that of others within the workplace.
Provide input into WHS strategies within the workplace.
Report to the Risk Management Coordinator any unsafe working conditions or practices which could adversely affect your or any others', health and safety.
Promote and implement policies and procedures in relation to EEO and the prevention of Bullying and Sexual Harassment in the workplace
At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre.

Key Competencies:	Requirement (essential / desirable)
Qualification / Education Successfully completed, working towards or have the ability to obtain RPL status for Cert IV in entertainment or relevant qualification.	Highly desirable
Successfully completed basic courses relating to Occupational Health Safety and Welfare	Essential
Hold current certificates for; Elevated Work Platform	Essential
Technical / Business Skills & Personal Attributes	
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 organisations	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	Highly desirable
Possess a genuine interest in the arts or entertainment industry	Desirable
Experience	
Experience participating in a team	Essential
Relevant experience within entertainment industry	Highly desirable