

Position Description

Ref : HRF013

Issue No. : 2

Date Jan 2024

Position Title:	Sound Technician
Division:	Technical and Production
Department:	Production – Sound
Classification / Level:	PAC TEC 3
Ordinary working hours & days:	Work is dependent on theatre activity
Reporting to:	Head Technician / Head of Department (HOD)
Positions reporting to this role:	N/A
Significant working relationships:	• Head Technician, production staff and show crew • Venue hirers • Suppliers and technical teams • 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.

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: 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.
Summary of Key Purpose:	To provide technical assistance to Head Technician and support the AFC 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 set up and run equipment, working within AFC operational guidelines.
Participate in the rehearsal and performance of technical scene changes and cues.
Write, modify, apply and interpret cue sheets.
Work cooperatively as part of a production team.
Technicians will be required to work in any venue and therefore have a general working knowledge of all AFC 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 behavior and adhere to AFCT's policies and procedures in relation to EEO and the prevention of Bullying and Harassment in the workplace
Comply with all AFC policies & procedures not limited to WHS&Risk 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.
Records Management
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.
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.

Position Description: Sound Technician (TEC3) – Production (Sound)

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
Qualifications / Education	
Successfully completed, working towards or have the ability to obtain RPL status for Cert IV in entertainment or relevant qualification.	Essential
Have the ability to obtain RPL status for Advanced Diploma in entertainment or relevant qualification.	Essential
Successfully completed basic courses relating to Occupational Health Safety and Welfare	Essential
Hold current certificates 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	Desirable
Experience	
Experience participating in a team	Essential
Relevant experience within entertainment industry	Essential
Demonstrated experience undertaking fold back, front of house operations and radios	Essential

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Signature of Incumbent:

Date: