

Position Description

Ref: HRF013

Issue No: 5

Date: April 2022

Position Title:	Staging Technician
Division:	Production
Department:	Production – Staging
Classification / Level:	PAC TEC 2
Ordinary working hours & days:	Work is dependent on theatre activity
Reporting to:	Head Technician Head of Department - Staging
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:	N/A
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 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 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:
Participate in bump in and bump outs.
Be able to assist in the construction of set, working within Adelaide Festival Centre operational guidelines.
Lay out scenery in preparation for rigging
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 may be required to work in any venue and therefore have a limited working knowledge of all Adelaide Festival Centre venues.
Store all equipment correctly after use. Check equipment for damage or loss and report incidents to Head Technician.
Use and wear appropriate clothing and safety equipment to ensure safe operations.
Ensure processes are implemented and activities are monitored to achieve compliance with all legislative and corporate governance requirements including risk management, OHS&W, EEO, records management and procurement.
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.
Demonstrate appropriate behavior and adhere to AFCT's policies and procedures in relation to EEO and the prevention of Bullying and Sexual Harassment in 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 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.

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 like relevant qualification.	Highly Desirable
Successfully completed basic courses relating to Occupational Health Safety & Welfare	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 a team	Essential
Relevant experience within entertainment industry	Highly Desirable

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Signature of Incumbent:

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Date: