

Position Description

Position Title:	Staging Technician
Division:	Production
Department:	Production – Staging
Classification / Level:	PAC TEC 3
Ordinary working hours & days:	Work is dependent on theatre activity.
Reporting to:	Head Technician - Head of Department - Staging
Positions reporting to this role:	Performance related staff from time to time
Significant working relationships:	<ul style="list-style-type: none"> • 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.

Department Overview	<p>The Production Department is a service provider to shows and events being held within the Adelaide Festival Centre venues. The department comprises of:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
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<p>Summary of Key Purpose:</p>	<p>Advanced Technicians participate in the bump in and out, rehearsal and performance of shows and events.</p> <p>Advanced Technicians assist Head Technicians with the coordination of crews.</p> <p>Advanced Technicians are able to work unsupervised, however their work is under the direction of a Head Technician who may or may not be in the venue they are operating in.</p> <p>Advanced Technicians demonstrate a high level of skill in specific equipment including operation of the fly system. Advanced Technicians may be required to be in control over an allocated discipline with the department.</p>
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Key Result Area / Accountabilities:
Be able to set up and run equipment, working within Adelaide Festival Centre operational guidelines.
Participate in the rehearsal and performance of technical scene changes and cues.
Prepare, modify, apply and interpret paperwork with limited supervision or direction.
Advanced technicians must be able to work without direct supervision and make day to day decisions within framework of role.
Advanced technicians provide assistance and guidance to less experienced or entry level crew.
Co-ordinate department staff to achieve live performance outcomes
Work cooperatively as part of a production team.
Advanced technicians will be required to work in any venue and therefore must have a thorough working knowledge of all Adelaide Festival Centre venues.
Manage all equipment correctly for production use. Check equipment for damage or loss and initiate procedures for repair or replacement.
Display fault-finding on equipment and notify a Head Technician. Provide on the spot maintenance and repairs to equipment prior to and during performances
Use and wear appropriate clothing and safety equipment to ensure safe operations.
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 behaviors 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.

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Key Competencies:	Requirement
Qualifications / Education	
Successfully completed or have the ability to obtain RPL status for Cert IV in entertainment or like relevant qualification.	Essential
Have the ability to obtain RPL status for Adv Diploma in Entertainment	Highly desirable
Successfully completed basic courses relating to Occupational Health Safety & Welfare	Essential
Hold current certificates for: Elevated Work Platform Dogman Rigging	Desirable Essential Highly desirable
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 organisations.	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 within a team	Essential
Relevant experience within entertainment industry	Essential
Be able to demonstrate solid experience in stage craft including scenery flying	Essential

Signature of Incumbent

Date