



ADELAIDE FESTIVALCENTRE

## Position Description

Ref: HRF013  
Issue No.:4  
Date: Feb 2012

<b>Position Title:</b>	Staging Technician
<b>Division:</b>	Venue Operations
<b>Department:</b>	Production - Staging
<b>Classification / Level:</b>	PAC TEC 1
<b>Ordinary working hours and days:</b>	Work is dependent on theatre activity.
<b>Reports to:</b>	Head Technician Head of Department - Staging
<b>Significant working relationships:</b>	<ul style="list-style-type: none"><li>• Heads of Departments</li><li>• Production staff and show crew</li><li>• Internal customers (employees of Adelaide Festival Centre Trust)</li><li>• External customers (including 'home companies', presenters)</li><li>• Venue hirers</li></ul>
<b>Special Conditions</b>	There may be regular contact with children or working in close proximity to children or other vulnerable persons. Given this, incumbents will be asked to produce a National Police Certificate on recruitment and periodically throughout their employment with Adelaide Festival Centre.

<b>Information on Adelaide Festival Centre Trust</b>	The 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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<b>Department Overview</b>	<p>The Production Department is a service provider to shows and events being held within Adelaide Festival Centre venues. The department comprises of:</p> <p><b>Staging:</b> 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><b>Lighting:</b> Provides equipment and technicians to set up and operate all types of performance lighting, control systems, follow spot and atmospheric effects (smoke, haze &amp; dry-ice). Event lighting design is also available. General maintenance and repair and installations to all associated equipment.</p> <p><b>Sound:</b> 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.</p> <p><b>Wardrobe:</b> .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.</p> <p><b>Stage Management:</b> 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.</p>
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<b>Summary of Key Purpose:</b>	<p>Under the full direction and supervision of Head Technician provide assistance during bump in / out and performances</p> <p>Personnel operating at this level will be supervised at all times and be undertaking on-the-job training whilst performing in this role.</p>
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<b>Key Result Area / Accountabilities:</b>
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Participate in bump in and bump outs.
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Participate in rehearsal and performances as required.
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Undertake department cleaning and housekeeping duties.
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Undertake basic duties within department as required.
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Store all equipment correctly after use. Report any hazards, damages or loss.
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Undertake duties as requested that are within level of competence.
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Ensure processes are implemented and activities are monitored to achieve compliance with all legislative and corporate governance requirements including risk management, Work Health & Safety, Equal Employment Opportunity, records management and procurement.
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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.
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<b>Work Health &amp; Safety Responsibilities (WH&amp;S)</b>
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Care for your own and others' health and safety.
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Comply with any reasonable instruction from the department, so far as you are reasonably able.
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Cooperate with all reasonable departmental policies and procedures.
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Comply with the WHS legislation.
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Wear and maintain Personal Protective Equipment (PPE) as directed.
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Use other safety and emergency equipment provided in the workplace.
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Assist with and conduct risk assessments.
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Report a hazard, incident, injury or illness arising from workplace activities within 24 hours.
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Implement WHS policies, procedures and safe systems of work.
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Key Competencies:	Requirement (essential / desirable)
<b>Qualification / Education</b>	
Successfully completed basic courses relating to Occupational Health Safety & Welfare	Desirable
National Police Clearance certificate to be sighted as requested.	Essential
<b>Technical / Business Skills &amp; Personal Attributes</b>	
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 basic understanding of the entertainment industry, its terminology, traditions and protocol.	Highly desirable
Possess a genuine interest in the arts or entertainment industry	Desirable
<b>Experience</b>	
Experience participating within a team	Desirable
Relevant experience within entertainment industry	Desirable

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 Signature of Incumbent:

Date:.....