



## POSITION DESCRIPTION

<b>Position:</b>	Head Technician
<b>Reports to:</b>	Production Manager
<b>Key Relationships:</b>	Production Manager, Production Assistant, Stage Management, Visiting Creatives.
<b>Supervisory Relationships:</b>	The position supervises casual and contracted technical staff.
<b>Key Responsibilities:</b>	<p>Under direction of the Production Manager:</p> <ul style="list-style-type: none"><li>○ Planning, maintenance, renewal and budget of technical aspects of Ensemble Theatre venue;</li><li>○ Maintenance, renewal and budget and delivery of technical aspects of all Ensemble Theatre productions and events, in the Company's home venues and on tour.</li></ul>
<b>Hours of work:</b>	38 hours per week (5 days), Monday to Friday. Depending on the needs of specific productions, the spread of hours may vary to suit the nature of the work undertaken, including weekend and evening work.
<b>Package:</b>	10% employer contribution to superannuation 20 annual leave per annum accrued pro rata 8 Days personal leave per annum pro rata Free and reduced tickets to Ensemble shows and events
<b>Salary:</b>	Commensurate with experience
<b>Starting:</b>	ASAP
<b>Application:</b>	Please submit a CV (including the names and daytime contacts of three referees) and cover letter (no more than 2 pages) addressing the selection criteria.
<b>Forward to:</b>	Simon Greer, Production Manager <a href="mailto:simon@ensemble.com.au">simon@ensemble.com.au</a>
<b>Deadline:</b>	C.O.B Friday 20 December 2019

**Purpose of the role:**

The Head Technician is a key member of the Ensemble production and venue team. The role is responsible for ongoing venue maintenance and operations, and the management of safe effective installations, maintenance and use of technical equipment, including lighting, sound, AV, rigging and staging elements, at home and on tour. This role supervises all technical casual crew and venue contractors and other casual staff as necessary. It is desirable that the Head Technician is able to create simple sound effects and AV elements for use in Ensemble productions.

**Intent:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by staff in this role. Staff members may be requested to perform job-related tasks other than those specifically presented in this description. Role Descriptions may also be modified from time to time to reflect usual growth and change of role. Strong communication and liaison between all departments, teams and staff is required for communication, effective and efficient planning and budgeting.



Merridy Eastman in THE APPLETON LADIES' POTATO RACE. Photo by Phil Erbacher.



## Key Duties include:

### Technical:

- Support the Production Manager and key creatives/producers in the delivery of the technical elements for all Ensemble performances, events and other related activities, at home and on tour specifically lighting, sound and AV.
- Manage and oversee the technical aspects of bump in/out of each production and other events.
- Assess technical requirements and develop budgets for potential and future productions and events.
- Liaise with the Technical Creatives attached to each production to realise their designs.
- As directed, provide creative content for productions such as (but not limited to) sound effects, music and/or AV elements, for rehearsal and production within agreed budgets and parameters.
- Oversee purchase, hire, delivery and return of technical items for each production.
- Provide technical specifications for proposed touring productions, as necessary.
- Attend staff meetings, technical, dress rehearsals and previews when required.
- Apply for and maintain licenses for productions as required including APRA/AMCOS.
- Arrange archival filming for each production
- Support Production Manager in delivery of Ensemble productions and other activities by:
  - Booking and supervising technical crew, including casuals and contractors.
  - Training of Production Department staff including stage managers, technical crew to undertake the technical aspects of each production.
  - Contributing to the creation of production schedules for each production and other events as required.
  - Ensuring the technical and design aspects of a production abide by current licensing and WHS regulations
  - Work with the Production Manager to identify and solve transfer challenges.
- Responsible for ensuring all technical staff are compliant with industry and company policies and hold necessary qualifications and certificates to ensure a safe working environment in all workspaces at Ensemble.
- Maintain a good working knowledge of necessary awards and legislation including the Performer's Certified Agreement, the Live Theatre and Concert Award and relevant Workplace, Health and Safety legislation.
- Ensure a high level of Workplace, Health and Safety practice is followed
- Undertake regular testing & tagging of electrical equipment and maintenance schedule to ensure technical equipment is in safe working order.
- Undertake regular stocktake of consumable items, including tape, lamp, gel stock

### Venue:

- Manage and implement annual or ad hoc maintenance of venue including theatre, administration and Front of House areas within allocated budgets, as required.
- Support the Production Manager to develop an annual capital expenditure budget and schedule for the ongoing renewal and maintenance of the Company's various buildings.
- Provide regular reports to the Management Team regarding the state of Technical Equipment and necessary maintenance and upgrades.
- Obtain quotes and employ contractors as necessary for Technical Equipment maintenance work



### Essential attributes:

- Demonstrated five years' experience within a professional Performing Arts or Entertainment venue in a senior technical role.
- Excellent communication and interpersonal skills
- Proficiency in the use of Microsoft Office and other relevant software packages including digital technologies and audio visual applications, specifically CAD, QLAB & ETC lighting consoles.
- Demonstrated ability to work effectively both within a small team and autonomously.
- Demonstrated ability to meet deadlines and successfully manage priorities in a high pressure environment.
- Knowledge of Workplace Health and Safety issues, particularly in theatre
- Willingness and flexibility to work extended hours as required.
- Current Driver's License

### About us:

Ensemble Theatre in Kirribilli, Sydney is Australia's longest continuously running professional theatre company and maintains the highest standards in theatrical presentation. Ensemble Theatre aims to create diverse, accessible and live theatre of the highest quality to appeal to a broad audience of all ages. We produce theatre for everyone. Each year the company presents a season that includes the best Australian and international plays, including new work and classic plays. Running alongside the annual season are audience experience and education programs which include a series of projects and events offering opportunities to emerging writers, directors, schools and young people. The company operates without ongoing government funding with all of its income derived from box office and philanthropic support. In 2018, the company celebrated its 60-year anniversary.



View of Ensemble Theatre from the marketing and production office.