

TECHNICAL COORDINATOR



Ensemble Theatre is seeking a skilled, organised and collaborative **TECHNICAL COORDINATOR** to join our Production Department.

- We are looking for an enthusiastic and dedicated team player to join a passionate and skilled team
- To work collaboratively with exceptional Australian creative and technical teams to produce quality theatre



A CHRISTMAS CAROL, adapted by Hilary Bell. Photo by Jaimi Joy.

ABOUT US

Ensemble Theatre in Kirribilli, Sydney is Australia's longest continuously running professional theatre company. We are a welcoming and inclusive theatre for everyone and give voice to diverse stories by presenting an annual season of exceptional plays by Australian and international playwrights. In recent years the company has embarked on a period of reflection and significant change to ensure continued artistic development, audience growth and financial sustainability. Ensemble Theatre is supported by a healthy subscriber base, experienced staff and an enthusiastic and engaged board.

Complementing the annual season are audience experience and education programs which offer opportunities to emerging artists and young people. Ensemble is committed to being an influential and

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trusted arts leader contributing to national conversations and social change in our local community, NSW and beyond.



PHOTOGRAPH 51 by Anna Ziegler. Photo by Teniola Komola

THE ROLE

The Technical Coordinator is a key member of the Ensemble Production team. The Technical Coordinator is responsible for delivery of the technical elements for all Ensemble performances, events and other related activities, at home and on tour, specifically lighting, sound and video. This role reports to the Production Manager and supervises all technical casual crew and venue contractors.

JOB DESCRIPTION

Key Responsibilities

- Coordinate all aspects of the theatre's technical operations within allocated budgets
- Assess technical requirements for Ensemble productions, including the build and installation of set electrics.

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- Book and supervise technical crew, including casuals and contractors for each production and event, as required
- Ensure the technical aspects of a production align with current WHS regulations
- Maintain a good working knowledge of necessary awards and legislation including relevant Workplace, Health and Safety legislation
- Ensure all technical staff are compliant with industry and company policies and hold necessary qualifications and certificates to ensure a high level of Workplace, Health and Safety practice is maintained
- Oversee purchase and hires of technical equipment for each production, within allocated budgets.
- Assist the Production Manager in developing technical specifications for touring productions
- Provide regular reports to the Ensemble management team regarding the state of technical equipment and necessary maintenance and upgrades
- Maintain Ensemble spaces and technical equipment in good working order and as directed by the Production Manager, including annual stock take and regular testing & tagging of electrical equipment
- Ensure all technical documentation is current
- Maintain relevant industry knowledge of sound, lighting, video and special effects
- Undertake additional training and professional development as required

KEY SELECTION CRITERIA

- Demonstrated two years' experience within a professional Performing Arts or Entertainment venue in a technical role. Will consider less experience for exceptional emerging technical professionals.
- Ability to work autonomously and within a small team
- Demonstrated leadership and problem-solving skills and a can-do attitude
- Ability to communicate positively with artists, production teams and other venue users
- Demonstrated practical skills in lighting, sound and vision
- Ability to interpret lighting and staging plans/sections to scale
- Strong time management and record-keeping skills

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- Proficiency in the use of Microsoft Office and other relevant software packages including digital technologies and audio-visual applications
- Ability to operate to a basic level lighting, sound, video and/or communications systems, specifically ETC lighting consoles, Qlab and Dante
- Knowledge of Workplace Health and Safety issues, particularly in theatre

DESIRABLE

- Current manual driver's licence
- Electrical test and tag ticket
- Proficient in the use of CAD drawing software, specifically Vectorworks
- Knowledge of environmentally sustainable practices in the workplace
- Ability to create simple sound effects and video content for use in Ensemble productions and events

POSITION HOURS, REMUNERATION AND BENEFITS

- **Fulltime**, 38 hours a Week
- **Salary**: based on experience \$70,000
- Hours may include weekends and evenings and additional hours may be incurred during Production weeks. Overtime will be compensated for with Time in Lieu as per the award (*Live Performance Award 2010*)
- Leave entitlements include 20 days of Annual leave per year and 10 days personal leave per year
- Complimentary tickets to Ensemble Theatre productions subject to availability

MAKING AN APPLICATION:

Email your application, including a cover letter with your response to the selection criteria and a copy of your current CV, to romym@ensemble.com.au

Please include '**TECHNICAL COORDINATOR**' in the subject line of your email.

For further information please contact Production Manager, Romy McKanna (02) 8918 3410.

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We will be conducting interviews as applications come in. Applications will close **5pm, Monday 27th May**, if a suitable candidate is not found before then.

Ensemble Theatre welcomes applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds, people with disability, refugee status and members of the LGBTQIA+ community.

* Must be Australian resident or hold current, appropriate working visa



THE APPLETON LADIES' POTATO RACE by Melanie Tait. Photo by Prudence Upton.