

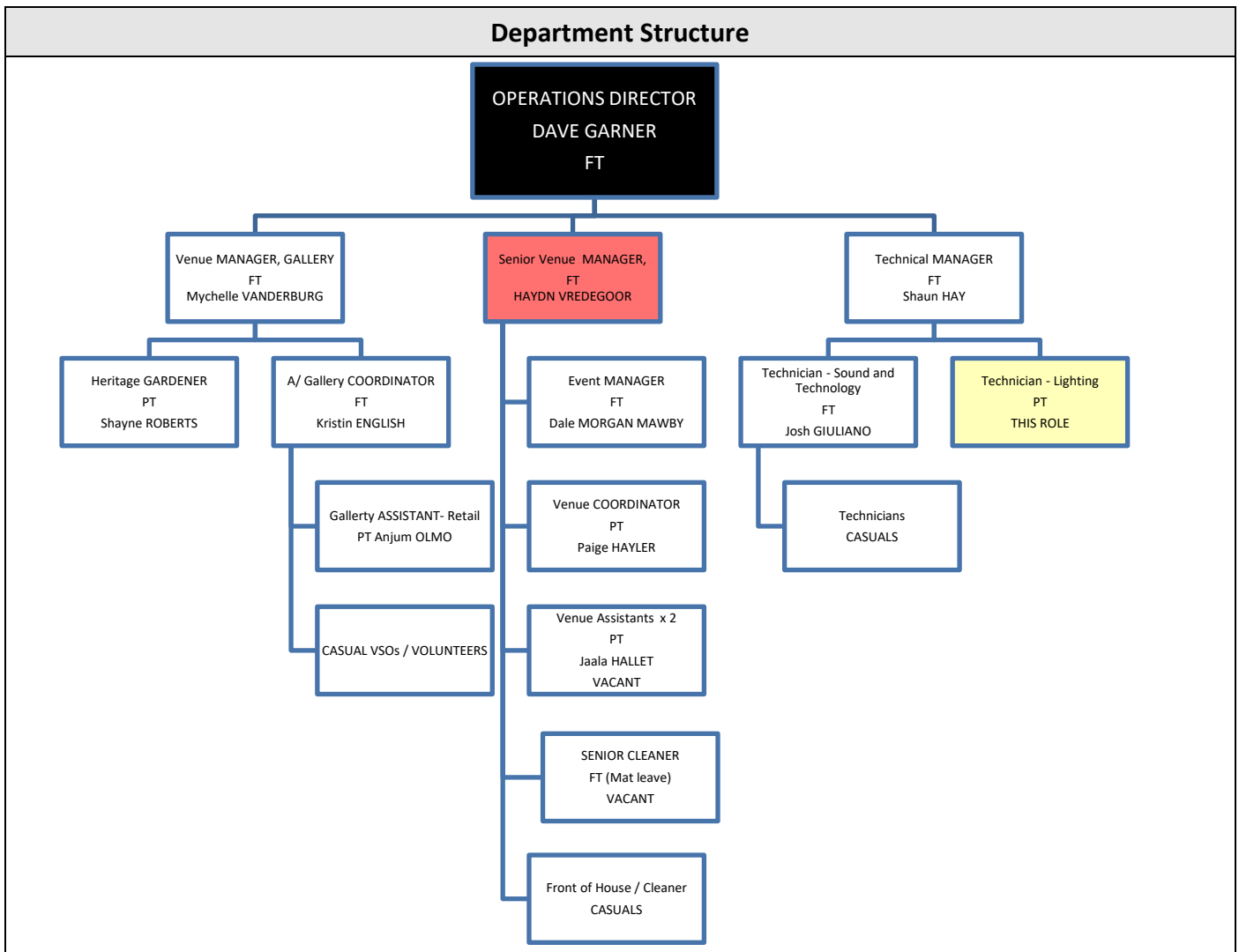
# POSITION DESCRIPTION

<b>Position Title:</b>	Technician - Lighting
<b>Award / Level:</b>	LPA MA000081 / Production and Support Staff Level 8
<b>Department:</b>	Operations
<b>Type:</b>	Permanent – Full-Time

**Position Purpose**

Reporting to the Technical Manager, the Technician - Lighting is an able multi-tasker, practical with an eye for detail, highly organised and with broad skills across all theatrical technical areas. This role will specialise in lighting operation and design whilst also being responsible for providing hands-on labour support across all backstage operations. Tasks include setting up and operating sound and audio-visual equipment, and assisting with set building, staging and systems for functions, events and performances in all The Joan’s venues.

The Technician - Lighting also assesses the lighting requirements of venue hirers and producers and ensures the ongoing maintenance of the facility and its technical assets demonstrating effective communication and organisational skills and a thorough practical knowledge of live performing arts requirements and legislation.



## Key Result Areas

### 1. OPERATIONS

#### Major Actions

- Under the direction of the Technical Manager, set up, configure, program and operate a wide range of technical equipment and systems for all events which include stage performances, conferences, meetings, concerts, functions, etc.
- Lead the ongoing recommendations for lighting requirements and purchases and act as the point of contact for technical advancements in theatre lighting
- Acts as the point of contact for all internal and external users of the Centre's venues in relation to theatre lighting
- Responsible for the storage and good order of technical lighting equipment and for the continual improvement of technical lighting systems and processes
- Maintain all technical lighting equipment
- Ensure the Centre's backstage areas, loading dock and storage spaces are kept tidy and that all technical and stage equipment is appropriately stored
- Repair cables and perform minor maintenance on other technical and stage equipment
- Test and tag all electrical equipment and appliances in the building annually according to the schedule
- In the absence of the Technical Manager, liaise with key contacts of users of the venues on all matters of the performance and technical parts of the contract

#### Performance Measures

- All lighting equipment is in good order, runs smoothly and is compliant with tagging and testing and other safety requirements
- Remains trained appropriately with the required licenses, qualifications etc
- Minimal complaints about service or behaviours
- Positive working relationship with internal and external users of the venues, ideally with return clientele

### 2. PRODUCTION

#### Major Actions

- Maintain a detailed knowledge of all the Joan's theatrical spaces, technical lighting equipment, and systems
- Liaise closely with a range of theatre users, including venue hirers, the crew of touring shows, artists, and centre artistic and programming staff regarding the technical lighting requirements for performances and events
- Problem-solve in a timely and efficient manner as well as work productively with all internal staff and venue users
- Ensure users of the venue adhere to safe work practices and that appropriate WHS risk assessments are completed and compliance to WHS legislation is ensured
- As a part of the technical team, set up and pack down staging, lighting, audio, communication and vision systems for productions and assist with the "bump in" and "bump out" of productions
- Rig, patch, colour and focus lights for forthcoming performances and events in a timely manner
- When required, design lighting properties within an appropriate scale
- Liaise with clients before a production to determine compatibility of streaming and presentation content file format with our systems
- Demonstrate effective and efficient use of resources
- Program and operate lighting or sound systems for performances and events
- Assist with set building for internal productions
- Act as Fire Warden during some performances as required
- Act as Duty Technician for some productions as required

#### Performance Measures

- Favourable feedback from external hirers' in relation to the lighting of their production
- Observed proactive approach to strong customer experience and problem-solving ethic
- Safety observed at all times
- Lighting returned to standard rig when required in a timely fashion

### **3. ADMINISTRATION**

#### **Major Actions**

- Continually update technical specifications, plans, equipment inventories, and other technical documents pertaining to the Centre's performance spaces, technical equipment, systems and processes
- Keep appropriate records of all aspects of set up, replacement and repair as necessary
- Comply with relevant budget processes and procedures as required.
- Completion of Event sheet for each performance capturing any variations to agreed contract

#### **Performance Measures**

- Up to date technical specifications, inventories and plans
- Adherence and compliance to budgets
- Appropriate records kept

### **4. CUSTOMER SERVICE**

#### **Major Tasks**

- Provide effective service to PP&VA customers and the community
- Provide effective service to internal customers
- Accurately identify the needs of customers
- Take action to satisfy customer needs
- Present a positive image of PP&VA/ The Joan/ The Gallery/ Penrith Con

#### **Performance Measures**

- A calm conciliatory approach is used in all customer dealings
- Active listening techniques are applied in customer dealings
- Customer needs are identified and confirmed with the customer
- Appropriate action to satisfy the customer need is identified and implemented
- Personal presentation and grooming adheres to organisational and departmental guidelines

Individuals with no staff directly reporting to them

### **5. Work Health and Safety (WHS)**

#### **Major Tasks**

- Attend training as required
- Perform work in accordance with WHS policies and procedures
- Participate in consultative processes for the management of WHS

#### **Performance Measures**

- All required training has been completed
- WHS procedures are identified and complied with
- Risk control documentation is completed, and records are kept in accordance with PP&VA procedures
- Participation in the consultation process is on record

## 6. CORPORATE GOVERNANCE AND EFFECTIVE WORK PRACTICES

### Major Tasks

- Carry out work inline with relevant legislative and statutory requirements and /or industry codes, practices and standards
- Adhere to Code of Conduct, EEO and anti discrimination policies
- Take responsibility for and manage own work and contribute to a productive work environment
- Accept and contribute to workplace change
- Undertake workplace tasks as directed
- Work cooperatively with others to facilitate workplace learning
- Work in an ethical manner and comply with PP&VA's code of conduct and other governance documents adopted by the organisation from time to time
- Resolve workplace conflict in line with PP&VA policy
- Undertake recordkeeping activities in accordance with PP&VA's Records Management business rules, procedures, policies and any relevant State Records Legislation

### Performance Measures

- Relevant legislative and statutory requirements and /or industry codes, practices and standards are always complied with
- Work reflects application of, and adherence to, EEO and anti discrimination policies
- A positive work atmosphere is maintained by acting and communicating in an effective and appropriate manner with all customers, external contractors, co-workers, supervisors and managers
- Work tasks are appropriately prioritised and time effectively managed
- Productivity is consistent with reasonable expectations of a proficient employee in the position
- Implications of workplace change are identified and accepted
- Agreed changes to improve work outcomes are acted upon
- Direction from supervisor is accepted and acted upon
- Requests to take on alternative duties from time to time are accepted and adhered to
- Council training is attended when required
- Training needs of other employees are identified and appropriate action identified and implemented
- All work is ethical and complies with PP&VA's Code of Conduct and governance documentation
- Workplace conflict is resolved in line with PP&VA's Grievance procedures
- Record keeping activities are undertaken in accordance with PP&VA's policy and procedural requirements
- PP&VA's official information is captured in the Corporate Information Management System - IMS

## Qualifications, Experience and Specialist Skills & Knowledge

### Essential

- Minimum three years' experience in a technical role in a performing arts centre
- Certification for tagging and testing
- Certification for the operation of an Elevated Work Platform (EWP)
- First aid certificate
- Working With Children Check
- Working knowledge of Microsoft Office applications

### Desirable

- Current driver's license
- Tertiary qualifications in a technical discipline
- Basic rigging

## Position Based Core Skills Training

- Work Health and Safety
- Equal Employment Opportunity and Diversity
- Governance
- Drug and Alcohol Control Policy
- Manual Handling
- Hazard Identification
- Code of Conduct

## Values and Behaviours

Penrith Performing & Visual Arts Ltd and Staff support the following Values and Behaviours:

### Integrity

- I am honest, ethical and maintain public trust
- I do what I say I'm going to do and I stand up for what I believe in
- I set a standard to be proud of amongst the community
- I do the right thing - even when no-one is looking

### Selflessness

- I am willing to put others before me and assist them when needed
- I put the good of the organisation and the community above personal goals
- I support sustainability and cater for the wellbeing of future communities
- I uphold social justice principles

### Accountability

- I take responsibility for decisions and actions, whatever the outcome
- I take responsibility for work, behaviour and how resources are used
- I ensure a safe and healthy workplace
- I take ownership of my work
- I operate within delegations

### Honesty

- I tell the truth and correct misinformation
- I will refuse any bribes and I do not steal
- I trust in our relationships
- I ensure duties are undertaken in a lawful manner

### Leadership

- I am creative and innovative
- I take responsibility and I am a good role model
- I inspire others in the organisation and community to be the best they can
- I have the courage to do the right thing
- I listen and communicate clear directions and actions

### Impartiality

- I am always fair and treat people equally
- I am understanding and act objectively
- I separate personal interests from work responsibilities
- I base all decisions on merit and facts I am consistent in the application of processes

### Openness

- I am transparent and straight-forward
- I am able to discuss problems or concerns and give reasons for decisions
- I share information appropriately
- I am obliged to report wrong-doing

## Values and Behaviours

### Respect

- I treat others fairly and objectively
- I value and accept other people's differences
- I treat others with dignity, kindness and in the spirit of service
- I treat people how I would like to be treated
- I recognise the worth of individuals