

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Technical Manager</b>
<b>Location:</b>	The National Theatre Melbourne 20 Carlisle Street, St Kilda, VIC 3182
<b>Position Award/Level:</b>	Educational Services (Post-Secondary Education) Award 2010 Level 6.1 General Staff
<b>Employment Type:</b>	Full Time (38 hours per week, incl eves and weekends) .6 Technical Manager .4 Technician
<b>Salary Level:</b>	\$78,219.29 [\$70,461.52 Base salary + 11% Superannuation] (Level 6.1 General Staff Education Award)
<b>Department:</b>	Venues
<b>Reports To:</b>	Production Manager
<b>Key Reports:</b>	Stage technicians (employed on a casual basis)

## PRIMARY PURPOSE

The **Technical Manager** holds a crucial role in ensuring the safe and successful execution of all productions at The National Theatre. This position involves supervising casual workers across various production services, including Staging, Lighting, Audio, Broadcast, Stage Management, and Safety/Training. The role also entails maintaining positive relationships with presenters and the broader arts community, while ensuring compliance with safety standards and efficient event delivery.

## ORGANISATIONAL REQUIREMENTS

The incumbent is expected to:

- Contribute to the achievement of the National Theatre's goals and objectives.
- Foster a positive team-focused work environment and prioritize customer service.
- Adhere to authorised National Theatre policies, guidelines, and procedures.
- Maintain awareness of and ensure compliance with emergency evacuation

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

Reporting to the Production Manager, this role is responsible for the safe and efficient delivery of high-quality performances and events. The Technical Manager directly supervises the stage crew and exercises autonomy in decision-making related to production issues and stakeholder conflicts.

## **KEY ACCOUNTABILITIES**

Working closely with the Production Manager, the Technical Manager is responsible for:

1. Liaising with the Production Manager.
2. 40% of weekly hours are spent setting up, operating, and managing shows.
3. Ensuring a safe working environment by enforcing policies, procedures, and safety protocols.
4. Interpreting and confirming technical requirements of presenters and hirers.
5. Providing advice and solutions to production-related matters for clients.
6. Supporting clients efficiently and effectively.
7. Ensuring compliance with risk controls and OH&S standards.
8. Conducting toolbox meetings and OH&S briefings.
9. Managing event logistics from bump-in to bump-out.
10. Regular inspection and maintenance of technical equipment and stage areas.
11. Planning and executing theatre equipment maintenance.
12. Assisting with budget management.
13. Undertaking assigned duties from the Production Manager.
14. Occasionally assuming the role of Production Manager.

## **KEY SELECTION CRITERIA**

1. Experience in production and event management.
2. Proficiency in major technical disciplines.
3. Ability to manage teams and maintain a safe work environment.
4. Established links to technical service providers and crew.
5. Strong problem-solving skills and ability to work under pressure.
6. Understanding of venue operations.
7. Experience in budgeting and financial forecasting.
8. Excellent relationship management skills.
9. Passion for training staff.
10. Knowledge of current OH&S practices.
11. Effective communication skills.
12. Proficiency in Microsoft Office and adaptability to new software.

## **Staging**

1. Safe handling of scenery, props, and equipment.
2. Operation of counterweight fly system.
3. Rigging and understanding floor plans.
4. Safe use of power hand tools.

## **Lighting**

1. Basic lighting design.
2. Operation of lighting consoles.
3. Setup and operation of lights.
4. Understanding lighting plans.

## **Sound**

1. Operation of sound consoles.
2. Microphone setup and placement.

## **Occupational Health & Safety**

1. Supervision and safety of staff and contractors.
2. Compliance with safety procedures and protocols.
3. Maintenance of Safe Work Methods statements.
4. Input into OH&S policies.
5. Keeping technical staff updated on OH&S developments.

## **Mandatory Criteria**

1. Flexibility to work evenings and weekends.
2. Current Working with Children Check.
3. Level 2 First Aid Certificate, and Test and Tag certification (or ability to obtain).
4. Working at heights certification.

## **Desirable Criteria**

1. Certificates in Rigging, Training and Assessment, OH&S.
2. Victorian "C" class Driver's Licence.
3. Experience in equipment maintenance and upgrades.
4. Construction Induction Card.