

WHITEHORSE CITY COUNCIL

Position description

Job title: Venue Technician	
Classification: Band 2	Effective Date: May 2024
Reports to: Senior Technical Supervisor	Tenure: Casual

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships. We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



Excellent Customer Experience and Service Delivery



Great Organisational Culture



Innovation and Continuous Improvement



Good Governance and Integrity



Long Term Financial Sustainability

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.



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Position description

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The Technician will support the technical operation and use of the facilities and equipment in The Round and other managed venues and events ensuring that outcomes are best practice.

This position will primarily assist with the installation, operation, and maintenance of lighting, sound, stage and audio-visual equipment/facilities.

Key Responsibilities

Position Specific Responsibilities

Operational

- Provide excellence in customer service and promote effective communication both internal and external to the venue.
- As directed, assist in the loading and unloading of theatrical equipment from transport vehicles.
- As directed, undertake the installation of lighting or audio equipment for theatrical productions.
- Operate lighting, sound, stage and audio-visual equipment as required from bump-in, operations during performance and bump-out.
- As directed, undertake first line maintenance and cleaning of equipment or venue facilities.
- Multi-tasking across all technical work areas.
- Liaise with and take direction from Bar and Front of House Supervisor to ensure the safe and successful operation of any performance.
- Conduct inventory checks of equipment and consumable stock, as directed.
- Account for the WPAC's assets and equipment.
- Evening and weekend work will be required.

Safety & Emergency Management

- Maximise the safe and efficient use of technical equipment being set-up for theatrical productions ensuring Council's OH&S policy and safe procedures are practiced at all times.
- During shifts, act as a Warden for emergencies.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.

- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Authority

Budget: Nil

Staff responsibility: Nil

Decision Making:

- The work to be undertaken is clearly defined within established procedures.
- The position will make decisions regarding the safety of equipment and practices introduced into The Round and will advise the Supervisor accordingly. When performing work the position will advise of any necessary repairs or removal on unsafe equipment.
- The position will implement The Round's conditions of hire and contractual obligations to clients.
- Some decision making or problem solving may be required based on procedures or previous practices.

Key Relationships

- The position will liaise effectively with The Round staff and management.
- The position is required to develop and maintain professional relationships with The Round hirers, artists and other users.

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Knowledge and skills in areas of audio, lighting, flying and/or staging – either in the performing arts industry or equivalent transferable skills from another industry
- Level 2 First Aid Certificate.
- Knowledge of and commitment to Occupational Health and Safety, especially in regard to theatre operations.
- Certificate II or III in Entertainment is desirable.
- A valid Victorian driver's licence.

- Satisfactory National Criminal History Check.
- Working with Children Check.

Technology

Good level of knowledge and skill in the operation and maintenance of:

- LIGHTING: including lanterns, patching, rigging and design and the programming of a computerised control desk.
- AUDIO: including microphone use, instrument amplification, amplifiers, speakers, effects equipment and sound mixing.
- STAGING: including counterweight fly systems, orchestra pit and scenery handling.
- AUDIO VISUAL: including data projectors and other conference equipment.

Interpersonal

- Good verbal communication skills to liaise with co-workers and users of The Round.
- Ability to stay calm and focused when under pressure.
- Ability to work cooperatively in a team environment.

Leadership/management:

N/A

Key Selection Criteria

1. Knowledge and skills in areas of audio, lighting, flying and/or staging – either in the performing arts industry or equivalent transferable skills from another industry.
2. Sound decision making and problem solving skills.
3. Demonstrated experience in providing flexible, friendly and focussed customer service
4. Ability to work within a team or independently and good verbal communication skills to liaise with co-workers and users of The Round
5. Knowledge of and commitment to Occupational Health and Safety, especially in regard to theatre operations.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Assessor Use Only: Can candidate perform demand (Y/N)?	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Front of house lighting	Alternate kneeling and squatting for up to 3 hours		
	Front of house bridges	Up to 15-20 repetitions		
	Securing floor electrics	Up to 1 hour of alternative kneeling and squatting		
	Operation of follow spot light	Up to 3 hours of alternate kneeling and squatting		
Hand/Arm Movement Tasks involve use of hand/arms	Lighting Rigging	Intermittent 90% shoulder flexion for up to 4 hours.		
	Building of set - Unloading truck - Construction of set	Up to 3 hours		
	Focusing lights	Up to 2 hours intermittent 90% shoulder flexion		
	Hanging backdrops	30 minutes intermittent 90% should flexion.		
	Mopping/Sweeping	Up to 30 minutes		
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Front of house lighting.	Intermittent levelling and level trunk flexion, up to 3 hours.		
	Securing floor electrics	Intermittent bending up to 1 hour		
	- Unloading of truck - Construction of set - Deconstruction of set	Up to 7.5hours of intermittent loaded truck bending		
	Moving theatre equipment e.g. - Piano - Ladders - Road cases	Up to ≤ 8 hours per shift		

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Assessor Use Only: Can candidate perform demand (Y/N)?	Comments
Standing Tasks involve standing in an upright position	Construction and deconstruction of sets.	Up to 7.5 hours in standing position.		
	Ladder work / platform work.	Up to 2 hours per shift.		
Reaching Tasks involve reaching above head, and above and equal to shoulder height	Focusing lights.	Up to 3 hours		
	Operation of fly lives	Up to 2 hours		
	Operation of follow spot light	Up to 3 hours		
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Stair walking and auditorium's slopes, stairs and ladders	Up to 50 times, total of 1 hour duration.		
	Walking and pushing of equipment	Up to 3 hours		
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	- Unloading of truck - Deconstruction of set - Construction of set	Intermittently lifting up to 7.5 hours.		
	Pulling bin liners out of wheelie bin and placing in dump waste	15 minute		
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	Pulling and pushing theatre equipment. E.g. - Piano - Staging - Storage boxes	Up to 1 hour		
Keyboard Duties Tasks involve sitting at workstation and using computer.	Desk – Computer work.	Average of 3 hours duration		
	Lighting/Audio computer work	Average of 3 hours duration		
Satisfactory Vision		Required		

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	<i>Assessor Use Only: Can candidate perform demand (Y/N)?</i>	<i>Comments</i>
Standard of vision required equal to that required for driver's licence				

Any other relevant comments:

Assumption: 8 hour shift, Can be up to 10 hours duration.