

# Technical Services

## Position Description

Position Title	Technician – Casual
Directorate	Programming and Presenter Services
Reports to	Technical Operations Manager and Technical Supervisors
Direct Reports	Nil
Classification Level	Single Enterprise Agreement 2015 - Level 4, Theatre Stream Local Government Industry Award - Level 4
Date	November 2022

## HOTA

Our work is carried out in line with our HOTA Values of Art, Citizenship, Curiosity, Integrity and Generosity.

### At HOTA:

- We are creative thinkers and collaborators who are inspired by change and working in a diverse precinct environment.
- We are passionate about art and driven by the opportunity to educate, raise awareness and tell stories.
- We are dynamic, caring and curious with a commitment to excellence, experience and innovation.
- We display strong interpersonal and communication skills to engage and build communities.

Every person at HOTA is individually accountable for meeting health and safety obligations. These obligations are set out in the WHS Roles and Responsibilities Procedure and will be covered in an online learning module.

## The Team

HOTA's Technical Services Department responsible for:

- Working with City of Gold Coast to ensure the day to day operations of the precinct are delivered at the highest level. This includes overseeing all theatre services, technical maintenance, technical capital works, and WH&S operations.
- Working with the Precinct Service Manager in the development of the new Gold Coast Cultural Precinct ensuring future facilities are developed in line with stakeholder expectations, agreed technical specifications and new operational opportunities whilst adhering to agreed timelines and budget limitations.
- Ensuring that all technical facilities, resources and requirements within HOTA meet both client and company expectations while adhering to all relevant standards, codes, legislation and policies and procedures, with particular emphasis and WH&S compliance.
- To ensure the organization of in-house and off premise technical requirements meet the standards and expectations of clients and Home of the Arts management in relation to client liaison contracts and technical services.

## The Position

The Technician plays an important role in:

- Contribute to the day to day operations of the Technical Services Department.
- Operate audio visual, lighting and staging equipment as directed by the Technical Supervisor
- Perform Stage Management duties as required
- Actively participate and contribute to the technical team within the Technical Services Department.

## Position Responsibilities

Duties include, but are not limited to:

- To understand, adopt and comply with all HOTA WH&S procedures and operational polices.
- Assist venue hirers and clients achieve their required standard of performance
- Assist with the bump in/out of scenery and equipment
- Carry out lighting duties including rigging, focusing, patching, lighting board and follow spot operation.
- Carry out staging and mechanical tasks including set construction, painting and operation of counterweight flying system
- Set up and operation of audio visual systems as specified
- Perform the duty of show crew including Stage Manager as may be required.
- Provide support to the Technical Operation Manger
- Assist with and carry out maintenance on technical equipment providing assistance to external technical contractors if required
- Always act ethically and with integrity.
- Model and promote positive and productive behaviours within the workplace.
- As directed by the People and Culture Manager, undertake other related duties within the scope of this position.

## Work, Health and Safety

1. Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations.
2. In accordance with Home of the Arts' Workplace Health and Safety standards an Employee must ensure that they do not place themselves or others at risk of injury or illness. These obligations will be met by:
  - Adhering to WH&S obligations and adopt sound work practices.
  - Following all safe working procedures and practices designed for the work.
  - Eliminating, reporting, or advising their supervisor to avoid, eliminate or minimise potential hazards when they become aware of a potentially hazardous work-related condition or practice.
  - Ensuring that instructions to protect their health and safety are followed and all personal protective equipment provided is used and maintained.
  - When requested assist the supervisor and other workers in the risk assessment of workplace hazards.

## Qualifications and Experience

- Achievement of Year 12 certificate or equivalent
- Open C class driver's license
- First aid certificate
- Blue Card
- EWPA Yellow card (desirable)
- Test and tag license (desirable)
- Riggers license (desirable)

## Physical Requirements

- Bending
- Twisting
- Squatting
- Reaching
- Grip
- Fine Motor
- Standing
- Walking
- Lifting (5 – 15kg)
- Carrying
- Push / Pull movements
- Stooping

## Signatures

Incumbent	I have read and understand this explanation and job description.  Signature: _____ Date: _____
Manager	Signature: _____ Date: _____