

HEAD TECHNICIAN - LIGHTING

Position Description

Position Title	Head Technician – Lighting
Department	Programming & Presenter Services
Direct Reports	Senior Technician – Lighting, Casual Technicians, Maintenance Contractors
Date	July 2024

HOTA

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

Every role at HOTA is individually accountable for meeting our health and safety obligations which are set out in the WHS Roles and Responsibilities Procedure.

Our Priorities at work

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

Note: An employee may be directed to perform such duties as are within the limits of the employee's skill, competence and training. The employee is expected to show a willingness to undertake such duties as required

About The Job

The Head Technician - Lighting role is part of a team charged with delivering the highest technical production services in the field of lighting and to provide operational guidance to the Technical Operations Manager.

The role is customer focused and supports presenters to achieve excellence in their field, drawing on high level of skills and experience as a technical operator and a formidable aptitude for, and comprehensive understanding of, lighting equipment and systems.

This role upholds relevant technical and WHS standards and contributes to the ongoing development of WHS awareness at HOTA, Home of the Arts. It also contributes to the management, development, care and security of the technical equipment and assists in the development of skills and standards to meet presenter and the HOTA expectations.

The Position

Key Responsibilities

As directed by the Technical Operations Manager, undertake duties with a proactive approach, within the scope of this position including, but not limited to:

- Actively contribute to the success of the Lighting team, the Technical Department and the wider organization by working collaboratively and providing technical support, guidance & advice to HOTA internal and external stakeholders in the delivery of the department and hirer outcomes.
- Prepare detailed recommendations for the Technical Operations Manager with regards to immediate and long-term equipment upgrades, maintenance, and investment.
- Supervise and lead small teams in a productive and efficient manner to deliver outstanding department services, including but not limited to department rostering administrative tasks.
- Operation and set up of lighting equipment in live performance and event situations including, lighting designs, lighting consoles operation, follow spots, and lighting systems across the HOTA precinct for productions, functions and events. The nature of this work may require working from heights and ability to lift and carry technical equipment. Additionally, be able to identify and problem solve lighting technical faults.
- Well-developed interpersonal skills to initiate lighting discussions and proactively lead discussions with internal stakeholders to ensure lighting requirements for performances and events are technically delivered to the highest standard, resolve issues and convey technical information to people with a non-technical background.
- Competency interpreting and in some instances creating, documentation such as lighting plans, patch sheets, cue lists and other technical documents and independently setup lighting equipment and systems for use across all theatres and function & event spaces.
- Provide and/or coordinate peer-to-peer training and mentoring as required to guarantee a robust skill level is maintained across the department.
- Contribute to the development of and implement the departments asset management plan to ensure maintenance requirements are actioned and future infrastructure upgrades identified and planned for.
- Balance general office administrative work as required to ensure the successful operations of the department including skill in use of computers and related software.
- Understanding of "performance" etiquette, including a comprehensive knowledge of theatre traditions, protocol and terminology.
- Insure Properly store, clean and maintain equipment, as well as clean and keep all storage and backstage areas tidy.
- Exercise a degree of autonomy and decision-making responsibility in the coordination and implementation of operational housekeeping standards, policies, practices and guidelines delivered to professional industry standards.
- Calmly make quick decisions under pressure, prioritise work and resolve problems quickly and efficiently to ensure daily deadlines are achieved.
- Other duties as necessary to ensure effective and efficient operations in line with the needs of the organisation, within limits of the employee's skills, competence and training.
- Participate as an effective and willing team member.
- Be comfortable working in a dynamic live theatre environment, balancing challenging variables, such as irregular and long shifts, physical work and live performance deadlines.

Workplace Health & Safety

- Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations.
- 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.
- 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 minimize potential hazards when they become aware of a potential 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; and
- When requested assist the supervisor and other workers in the risk assessment of workplace hazards.

Qualifications and Experience

- Minimum of 5 years' experience working in a lead role with lighting systems in live events.
 - Comprehensive skills and experience in professional theatrical lighting services with the ability to interpret and create relevant event documents and implement technical lighting production requirements including lighting console operation, follow spot operation and floor electrics plot and operation to the highest standard in a live performance and event environment.
 - Demonstrated excellent interpersonal skills when dealing with teams, presenters and hirers whilst ensuring the highest level of service and presentation.
 - Ability to lead small teams to execute an effective and efficient outcome and demonstrated ability in mentoring and training others.
 - Exercise a comprehensive understanding of general venue policies and knowledge and understanding of safe work practices and Workplace Health & Safety as applicable to this position.
 - Physical fitness, agility and ability to work at heights and in confined spaces safely.
 - Demonstrated knowledge and application of computer related technology.
 - Possess relevant qualification/s or extensive experience working within the entertainment industry.
 - Current driver's license.
 - Elevated Work Platform license.
- Preferred**
- Proficient in CAD software
 - Basic or Intermediate Riggers license
 - Previous experience using event planning software (Artifax)
 - First aid certificate
 - Forklift license
 - Current driver's license
 - Elevated Work Platform license

Physical Requirements

- Standing – sustained periods of standing
- Sitting – sustained periods of sitting
- Lifting (1-30kgs) – repetitive lifting of loads of 1- 30kg
- Carrying – frequent movement of items
- Twisting – frequent twisting movements
- Reaching – frequent reaching movements
- Fine motor – frequent movements requiring fine motor skills

Signatures

Incumbent	I have read and understand this explanation and job description
	Signature Date
People and Culture	
	Signature Date