

POSITION DESCRIPTION

Position Title:	Head Technician – Rigging and Theatre Safety
Department:	Technical Department
Contract Term:	2 year contract
Reports to:	Technical Operations Manager
Direct Reports:	Casual Technicians, Theatre Maintenance Contractors, Client/hirer touring crews
Significant Working Relationships:	Internal: Programming, Visitor Services, Precinct Facilities services, Gallery technicians External: Technical & production personnel from varying stakeholder groups ranging from Presenters, Hirers, Artists/Creators, Community stakeholders, other venues and suppliers
Decision Making/ Purchasing Authority:	Purchasing within delegated limits of authority. Spending of approved and allocated funds, most specifically equipment maintenance and acquisition and consumable stock. Actions relating to Theatre rigging, hirer risk assessments and WH&S compliance.
Special Conditions:	Out of normal hours work will be required, including weekend and Public holiday work.
Updated:	November 2018

ORGANISATIONAL OVERVIEW

HOTA, Home of the Arts.

Surrounded by parklands and a lake with Surfers Paradise as the backdrop, Home of the Arts is your place for live performances, lake-side strolls, star-gazing, cinema-watching, art and new-ideas. There's a unique outdoor stage for live events and a refreshed cafe for relaxing and connecting. Plus, all your favourites, like our cinemas, theatres and gallery.

Discover art—indoors and out. HOTA is that kind of place—where art meets life.

HOTA's brand-spanking new outdoor stage is like no other. It's at the heart of HOTA and will be a magnet for world-class artists. We believe in community, conversation and creativity, so when we're not presenting amazing live performances, we'll bring the parklands alive. Experience dance or yoga on the green, parkrun around the lake and our popular Sunday farmer's markets, all in one place.

HOTA is the home for all things creative. A home that brings people together where ideas are transformed into real life experiences. A place where art makes the world a better place.

Our future is bright

We're building momentum for a richer, deeper arts and culture experience for the Gold Coast. There's so much more to come at HOTA, Home of the Arts. hota.com.au

DEPARTMENT OVERVIEW

The Technical Department is an in-house function of HOTA capable of delivering full facilities for traditional style theatre productions to corporate functions & events across a range of versatile venues. The department is charged with ensuring the day to day technical operations of the precinct are delivered at the highest level and to industry standard.

POSITION OVERVIEW

The role sits in the Technical Department to provide an overall focus on Theatre rigging and WH&S practices. You will have extensive knowledge and practical experience in these areas to ensure HOTA's commitment to the delivery of industry standard and safe technical services as required across a multi-venue precinct.

You will have an in-depth understanding of the live performance environment, complemented by strong communication skills, attention to detail, poise when placed in a client service role, a collaborative approach and an ability to stay calm and positive under pressure.

The maintenance of the venues fly system and rigging infrastructure, supported by current documentation, will be a major component of the role. In addition you will lead the development of skills and standards within the technical crew to meet presenter and the organisation expectations.

KEY RESPONSIBILITIES

- Oversight and implementation of best practice in relation to rigging and height safety related infrastructure e.g. chain motor hoists, counterweight fly system and fall arrest system
- Management of the rigging and height safety infrastructure maintenance plan
- Mentor and train rigging qualified crew in techniques specific to entertainment/performance rigging
- Supervise and lead show crew in a productive and efficient manner to deliver outstanding department services
- Contribute to the skills matrix to ensure the department maintains the skills required to deliver safe work practices and identify training opportunities for casual and fulltime staff
- Competency interpreting and, in some instances, creating, documentation such as fly plots and other documents
- Develop educational tools focused on promoting safety within the Technical Department e.g. toolbox briefings
- Upkeep of all rigging and height safety related documents and procedures e.g. annual point certifications, rescue & recovery procedures
- Provide advice on best practice to the Production team when planning for any high-risk activities involving aerial performance and/or rigging of any nature
- Provide approvals of proposed internal and external high-risk activity risk assessments to ensure rigging plots and proposed activities meet legislative and industry WH&S requirements.
- Actively contribute to the success of the Technical Department and the wider organization by working collaboratively and providing Theatre WH&S & Height Safety support, guidance & advice to HOTA internal and external stakeholders in the delivery of the department and hirer outcomes.
- Maintain and develop industry connections to strive for the highest standard in height safety procedures and infrastructure
- Participate and/or monitor event related activities where required
- Proactively impart your understanding of "performance" etiquette, including a comprehensive knowledge of theatre traditions, protocol and terminology to teams.
- Exercise a degree of autonomy and decision-making responsibility in the coordination and/or implementation of operational housekeeping standards, policies, practices and guidelines delivered to professional industry standards.
- 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 AND SAFETY REQUIREMENTS

- Take reasonable care for your own health and safety;
- Take reasonable care that your conduct does not adversely affect the health and safety of others;
- Comply, so far as you are reasonably able to, with instructions given for WHS;
- Cooperate with reasonable WHS policies or procedures that have been notified to you.
- Assist with the creation and update of Safe Work Instructions as required for equipment and processes.

SELECTION CRITERIA

- Comprehensive skills in the provision of rigging services for shows in live performance environments
- Comprehensive understanding of theatre safe work practices and Workplace Health & Safety
- Demonstrated experience in the scheduled servicing of rigging & height safety infrastructure
- Demonstrated excellent interpersonal skills when dealing with the team, presenters and hirers whilst ensuring the highest level of service and presentation
- Ability to lead small teams to execute an effective and efficient outcome
- Demonstrated ability in mentoring and training others
- Physical fitness, agility and ability to work at heights, in confined spaces safely and carry out manual handling tasks.

QUALIFICATIONS

- Staging systems training and/or Theatrical / Entertainment rigging experience (min 5 years)
- Advanced riggers license
- Working at Heights Certificate
- Elevated Work Platform licence (-11m & +11m)
- Yellow Card Scissor Lift (SL) and Vertical Lift (VL)
- First aid certificate
- Blue Card

PHYSICAL REQUIREMENTS

This role requires the incumbent to perform physical tasks some of which are listed below. In addition to the task list there is also an inherent requirement to grip, climb, bend, squat, stand, lift, carry, push, pull, walk, twist, reach and use fine motor skills

Task	Overall physical demand rating	Guide for maximum demand
Rigging (lighting/ audio)	Heavy	25 – 50 Kg
Flying	Heavy	25 – 50 Kg
Setting Up stage	Heavy	25 – 50 Kg
Transporting Equipment	Heavy	25 – 50 Kg
Loading/ Unloading Trucks	Very Heavy	Over 50 Kg

Note Copies of the above listed Qualifications / Licences / Certificates, where held by the candidate, are required as evidence on appointment.

POSITION ENQUIRIES

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Enquiries in relation to this position should be directed to:

People and Culture Advisor
employment@hota.com.au

Close date for applications 4 October 2019