



# Pymble Ladies' College

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## POSITION DESCRIPTION

**Title:** Theatre Technical Co-ordinator

**Reports to:** Theatre Manager

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## ORGANISATION SUMMARY

Pymble Ladies' College is a K-12 day and boarding school of the Uniting Church in Australia committed to providing quality educational opportunities for girls within the context of the Church ethos. The College is non-selective and welcomes girls of Christian and non-Christian faiths. With over 2100 students and more than 800 employees, Pymble Ladies' College is a dynamic and progressive educational organisation.

One of the key elements of our strategic plan *Towards 2020: Striving for the highest* is the provision of a personalised education for all girls that is universally acknowledged for its quality, innovation, and excellent opportunities. This is underpinned by a strong focus on the development of an innovative and relevant academic and co-curricular curriculum that reflects individual and unique strengths, interests and promotes the wellbeing of girls and young women.

## POSITION SUMMARY

The Technical Co-ordinator works collaboratively within the GMCPA Team to support the production requirements for College productions and some associated events. The role provides technical support for all events staged in the Gillian Moore Centre for Performing Arts (GMCPA). In conjunction with the Theatre Manager, the Technical Co-ordinator facilitates the effective, efficient, safe, and timely delivery of all technical staging and AV requirements for events, including school and related events in the evenings and on weekends.

### 1. Technical Support

- 1.1 Work collaboratively with the Theatre Manager, academic staff and other production staff to deliver events on time and within budget.
- 1.2 Provide lighting, audio, staging and AV support as required for staff and students in the day-to-day use of the GMCPA ensuring excellent customer service.
- 1.3 Support contracted lighting designers with associated events such as rigging, patching, and focusing.
- 1.4 Schedule and supervise bump ins and load outs.

- 1.5 Operate staging and AV equipment and coordinate maintenance within allocated budgets and within the framework of contracted maintenance.
  - 1.6 Under the instruction of the Theatre Manager train and oversee stage and lighting crews including staff, students, and associated users of the GMCPA.
  - 1.7 Provide production oversight for performances and events at the GMCPA on evenings and weekends.
  - 1.8 Operate counterweight systems and forestage platform control systems in accordance with College policies.
- 2. Technical Support - Coordinate administrative and functional tasks to provide professional technical support.**
- 2.1 Collaborate with the Theatre Manager and teaching staff on all technical requirements for productions.
  - 2.2 Apply knowledge and experience to ensure lights and staging are safe and processes are operationally efficient
  - 2.3 Maintain and monitor onstage and backstage areas to ensure clean, safe and effective work and performance areas
  - 2.4 Co-ordinate maintenance for all technical equipment
  - 2.5 Complete all document and record-keeping functions efficiently and in a timely manner
  - 2.6 Develop and maintain documentation pertaining to operation and maintenance of equipment.
- 3. Oversight of associated users of the GMCPA.**
- 3.1 Provide technical support to associated users.
  - 3.2 Oversee the use of technical equipment, the stage and venue when used by associated hirers.
- 4. Support in student development**
- 4.1 Provide training for students in Technical Production skills and promote the value of the role as a viable career pathway or recreational pursuit.

## **5. Policy, Procedure and Practice**

- 5.1 Support the policies and practice codes for the GMCPA
- 5.2 Develop appropriate procedures relating to operation and maintenance of lighting equipment and staging.
- 5.3 Attend to administrative tasks in relation to policy and procedure in an effective and timely manner.
- 5.4 The role forms part of the theatre team's ECO and as such, is required to act as Chief Fire Warden as required in events which fall outside normal College operating hours.

## **6. Communication**

- 6.1 Maintain communication with the Theatre Manager in relation to the execution of all tasks and functions within the role.
- 6.2 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner.
- 6.3 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College.
- 6.4 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

## **7. Risk Management**

- 7.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices.
- 7.2 Meet the expectations for safety in the workplace and report potential risk to the Theatre Manager
- 7.3 Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary
- 7.4 Respond in a timely and efficient manner to all incidents relating to students' and safety and well-being
- 7.5 Comply with all Work Health and Safety policy, procedures and practices and support compliance by all users of the GMCPA
- 7.6 Attend to all maintenance problems and health and safety issues in timely and appropriate manner

7.7 Report directly to the Principal on any matters relating to child protection.

## **8. Professional Learning**

8.1 Remain abreast of current and best practice standards particularly in relation to technical theatre in an educational context, industry developments and make recommendations for upgrade to facilities and equipment.

8.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.

9. Other duties may be required from time to time.

## **POSITION REQUIREMENTS / CAPABILITIES**

- Willingness to support the ethos and values of the College
- Demonstrate best practice in technical theatre production and the provision of services to College and associated customers
- Strong background in theatrical lighting or audio in a theatre environment specifically providing technical support for performances and presentations.
- Experience in lighting operation using industry standard consoles.
- Experience in audio operation and knowledge of analogue and digital audio consoles.
- Experience in operating and maintaining staging elements.
- Demonstrated ability to work both collaboratively in a team and independently.
- Excellent communication and interpersonal skills to develop and sustain effective working relationships.
- Flexibility to deal with changing circumstances in a calm and efficient manner
- Strong ability to work in a fast-paced production environment
- Demonstrated competency with information technology
- Good understanding of Work Health and Safety principles and legislation in the context of a school and performance environment.
- Rigging/Elevated Working Platform Ticket (or willingness to obtain).

- Possess qualifications in technical theatre and entertainment with relevant industry experience
- Demonstrated commitment to continuous improvement
- Ability to demonstrate professional conduct and discretion at all times.