

# SCT Theatre Technician

## INTRODUCTION

To assist in the running of the technical theatre department and to ensure the smooth running of the SCT's performances, workshops and events. To assist in the day-to-day operations of the technical department with responsibility for sound and lighting installation and operation. There are several casual positions available and the work will be determined based upon availability. These are paid contracted positions.

## DEFINITIONS

SCT – Stirling Community Theatre – Theatre venue located at 7 Avenue Road, Stirling SA 5152

Technical – any lighting, sound, AV and other production related roles

## RESPONSIBILITIES

### Key Responsibilities:

#### Production

- To be the first point of call for all technical requirements.
- To provide technical support for performances and event in the theatre, co-ordinating additional workforce and equipment as required.
- To provide technical support and be responsible for checking all rigging.
- To maintain records and report where necessary to the Technical Manager and/or the SCT management committee.
- To maintain, buy or hire equipment according to the scheduling, budget and technical needs of the SCT.
- To assist and manage the technical team and volunteers hiring the SCT.
- To promote good working practices and maintain high-level client services at all times within the Department.
- To ensure that the required test and tagging of equipment brought in to the theatre by any person is undertaken.

#### Building

- To undertake basic technical maintenance duties as required and to ensure the workplace adheres to health and safety requirements and all staff are informed.
- To be familiar with, and comply with current Health & Safety regulations relevant to the industry and to keep abreast of any changes.

#### General

- To understand and adhere to all SCT policies and regulations, be a Master key holder and ensure that the security of the building is maintained at all times.
- To check and monitor hirer bump in and bump out obligations are met and provide direction where required.
- To attend and support emergency calls as required
- To undertake other tasks as reasonably requested to ensure that SCT operates as an effective sustainable business.

## **PERSON SPECIFICATION**

### **Technical Skills**

#### **Audio**

Essential:

- Knowledge of digital and analogue desks and radio microphones
- Experience of audio operation for theatre productions, events, small bands and presentations
- Ability to rig sound systems and equipment

Desirable:

#### **Lighting**

Essential:

- Experience of rigging and operating theatre lighting including moving lights
- Experience of M-PC and PC-Stage Software

Desirable:

- Knowledge of LED fixtures
- Knowledge of ETC or equivalent consoles.

#### **Staging**

Essential

- Understanding of theatrical rigging and staging techniques

Desirable

- Experience of standard theatre or bump in and bump out procedures

#### **General**

Essential

- Excellent team worker
- Availability to work casually across a 7 days a week, 365 days per year roster

Desirable:

- Basic knowledge of video and projection
- Good working knowledge of Microsoft Windows software including Word, Excel, PowerPoint and Outlook.
- Minimum 2 years' experience in a venue, theatre, events or AV industry
- Professional or post graduate qualification
- Relevant tickets such as Work Safety (White Card), Operate Elevated Work Platforms (Yellow Card), First Aid, Working with Children clearances, etc

It is the responsibility of **SCT Management Committee** to ensure that:

- Technical personnel are aware of theatre bookings and the technical requirements for each booking with as much notice as possible.
- Technical personnel are allocated time to ensure the proper maintenance of technical equipment
- Provide a calendar of the resident group bookings to allow the technical personnel to schedule the safety induction, technical induction and test and tagging for each production.
- Provide time sheets for each production.
- All invoices will be paid punctually.

It is the responsibility of the **Resident Groups** to ensure that:

- Time is allocated in to each production rehearsal schedule for technical personnel to conduct a safety induction, technical induction and testing and tagging for all equipment brought into the theatre, to all people involved in each production.
- Technical personnel check and approve the installation of all lighting and sound equipment.
- Advise technical personnel of bump out and support required.

## **APPLICATION PROCESS**

All applicants will need to include an up to date resume outlining experience and copies of current licenses or qualifications and forward their application to [secretary@sct.org.au](mailto:secretary@sct.org.au).

Applications close on Feb 28<sup>th</sup> 2018.