



Position Description Venue Technician

Position profile

Last review:	May 2022	Position number:	MSEC10, MSEC32, TBA
Directorate:	Customer Service and Organisational Improvement	Reports to:	Senior Producer, Arts & Cultural
Department:	Communications, Culture and Events.	Status:	Casual
Salary group:	H		

Position purpose

The Venue Technician is responsible for the day to day technical operations of Bondi Festival, providing lighting, audio, audio visual and staging services, and high-quality customer service to a range of internal and external stakeholders. The position will also manage basic equipment maintenance and provide expert technical assistance in the delivery of Bondi Festival projects and programs. The position supports the Bondi Festival team and external stakeholders in the delivery of a wide range of events.

Main outcomes

- Provide high quality customer service to a range of internal and external stakeholders.
- Provide professional set up and operation of lighting, audio, audio visual equipment and basic staging for theatre productions, events and functions.
- Provide basic stage management for theatre productions, events and functions.
- Provide equipment and venue safety inductions to artists, contractors and others
- Liaise with external and internal Festival stakeholders about technical requirements, to assist in the delivery of functions, events and programs.
- Advise on and manage equipment needs, conduct maintenance and report technical faults and equipment safety issues.
- Support the Bondi Festival team in the planning and delivery of Council programs.
- Ensure equipment remains safe and secure at all times.
- Source and procure equipment where necessary.



Core capabilities

Customer Service
<ul style="list-style-type: none"> Understanding the customer’s needs and perspectives. Meeting and where possible exceeding the expectations of internal and external customers through quality customer service.
Systems , critical thinking and decision making
<ul style="list-style-type: none"> Assessing problems by examining the situation, identifying options and making a decision.
Project Management
<ul style="list-style-type: none"> Understanding projects and their broader implications to Waverley Council.
Communication & people skills
<ul style="list-style-type: none"> Expressing ideas clearly with internal and external customers. Listening thoughtfully and building collaborative, respectful relationships.
Sustainability
<ul style="list-style-type: none"> Working within Council's sustainable policies and procedures, and identifying areas of potential efficiencies.
Business performance reviews
<ul style="list-style-type: none"> Identifying and suggesting opportunities for improving work practices.
Risk Management
<ul style="list-style-type: none"> Identifying and reporting risks or threats to Council's operations or reputation.

Skills, knowledge and experience

Essential Criteria
Demonstrated experience in design, set up, operation and maintenance of audio, audio-visual and theatre lighting systems in for live performance in a venue, including theatre, temporary theatres and function rooms.
Experience in set up and operation of audio, AV and lighting in both indoor and outdoor environments.
Demonstrated knowledge and proficiency in operation of audio engineering equipment.
Good organisational skills with the ability to manage multiple tasks and coordinate the work of others.
Ability to work with and assist artists and others to establish technical requirements for performances and events.
High level of interpersonal, communication and customer service skills, with the ability to work effectively with diverse theatre, music, community, cultural and corporate groups.
A positive and collaborative working style.
Ability to lift and move furniture and equipment (setting up for a variety of productions, performances, festivals, recordings, events), in a safe manner, applying manual handling guidelines
Commitment and understanding of EEO, WH&S, risk management, environmental protection, and ethical principles.
Desirable Criteria
Class C driver’s license



Corporate obligations

Employees:	None
Budget:	None
Delegations:	No
Workplace Health and Safety:	<p>Workers have overall responsibility, accountability and authority to ensure their workplace is a healthy and safe workplace for all workers. In addition to responsibilities noted in their position description, will have the following work health and safety (WHS) responsibilities:</p> <ul style="list-style-type: none"> • Participate in the implementation of WHS information within Council’s Safety Management System (SMS) • Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations • Develop the necessary knowledge and skills to effectively enable you to carry out your WHS responsibilities that are assessed through KPIs noted in your Individual Workplans • Wear personal protective equipment and follow safe work procedures, where relevant • Report all hazards, near misses, and incidents as soon as practical to Manager, Supervisor or Team Leader and no later than 24 hours following the event, and • Participate in incident investigations and risk assessments within 24 hours of notification.
Code of Conduct:	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it.
Records Management:	Comply with Council's Records Management Policy including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction.
Equal Employment Opportunity:	All employees are responsible for adhering to Council’s Equal Employment Opportunity Management Plan including having an understanding of and commitment to EEO.

This position description may be reviewed from time to time.

I have read and understand the position description.

Signed Dated