

POSITION DESCRIPTION

Position Title:	Head Staging Technician
Division:	Technical and Production
Department:	Production – Staging
Classification / Level:	PAC TEC 5
Ordinary working hours and days	Work is dependent on theatre activity.
Reports to:	Head of Department - Staging
Roles reporting to this position:	<ul style="list-style-type: none"> • Staging Crew • Riggers • Advanced Flymen and Riggers
Significant working relationships:	<ul style="list-style-type: none"> • Heads of Departments • Production staff and show crew • Internal customers (employees of Adelaide Festival Centre) • External customers (including home companies, presenters) • Venue hirers • Suppliers and technical teams
Decision making / purchasing authority:	Some allocated office duties and show-specific decision making in consultation with Head of Department.
Special Conditions	<p>Will be required to work in all AFC venues and ancillary spaces.</p> <p>There may be regular contact with children or working in close proximity to children or other vulnerable persons. Given this, incumbents may be asked to acquire a Working with Children Check at commencement and/or periodically throughout their employment.</p>
Information on Adelaide Festival Centre Trust	<p>Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state.</p> <p>Adelaide Festival Centre is located on Kurna Yarta. We respect First Nations people around Australia and acknowledge the Kurna people as the traditional custodians of the Adelaide Plains. We honour their relationship with country, and we do so in the spirit of reconciliation</p>

<p>Department Overview</p>	<p>The Production Department is a service provider to shows and events being held within Adelaide Festival Centre venues. The department comprises of:</p> <p>Staging: Provides equipment and technicians to set up and operate stage requirements to support performances. The services include set construction, rigging, props coordination and operating fly systems for stage effects and scene changes.</p> <p>Lighting: Provides equipment and technicians to set up and operate all types of performance lighting, control systems, follow spot and atmospheric effects (smoke, haze & dry ice). Event lighting design is also available. General maintenance and repair and installations to all associated equipment.</p> <p>Sound: Provides equipment and technicians to set up and operate sound equipment to support performances to the highest standard. These services include live operating, reinforcement and amplification, fold back operating, radio microphone and spectrum management, basic video and all backstage and foyer communications. Technical support to Adelaide Festival Centre events offering venue sound design and studio engineering products. General maintenance and repair and installations to all associated equipment.</p> <p>Wardrobe: Provides equipment and personnel to support performers during performances. Services include dressing performers, setting quick costume changes, wigs and make up and the laundering, alterations and maintenance of costumes.</p> <p>Stage/Production Management: Discuss and interpret the needs of the client, creatives and production crew during the life of a performance including the time management and budget. Manage the show from rehearsal, bump in, performance and bump out.</p> <p>Production Coordinators: Liaise with incoming hirers or in-house produced users to determine and coordinate production, technical, logistic and compliance requirements for each production or event.</p>
<p>Summary of Key Purpose:</p>	<p>Head Staging Technicians have significant experience and are expected to attend and achieve the outcomes from departmental meetings, instigate repair and maintenance programs and pro-actively assist the Head of Department - Staging in achieving the departmental outcomes.</p> <p>Head Staging Technicians are expected to model respectful behaviour to the team and to lead by example in both performance and attitude.</p> <p>Head Staging Technicians are expected to adhere to all applicable AFC and State Government of South Australia policies, procedures and work methods.</p>

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Key Result Area / Accountabilities:
Lead and manage Staging bump ins and outs, rehearsals and performances of shows and events.
Coordinate and participate in the rehearsal and performance of technical changes and cues.
Liaise and interpret client requirements for a production and instigate actions that will achieve stated objectives and where appropriate provide solutions.
Prepare, modify, apply and interpret show paperwork.
As required, undertake operational roles within the department including rostering, quoting and equipment logistics and hires.
Lead and manage Staging crew ensuring all policies and procedures around employee entitlements and WHS and Risk are always adhered to.
Ensure crew complete time and attendance requirements to accurately to reflect work performed.
In association with Head of Department - Staging, educate, train, guide and develop staff in all aspects of staging including safe work practices.
Work cooperatively as part of the wider Production team and work with the Head of Department - Staging to promote an effective team environment.
The Head Staging Technician may undertake all operational roles within department from time to time.
Communicate with Production Coordinators and other department Head Technicians to ensure effective outcomes are achieved.
Maintaining a comprehensive knowledge of the technical capabilities of all AFC venue and ancillary areas
Manage all equipment correctly for production use. Including check equipment for damage or loss and initiating procedures for routine maintenance and repair.
Fault-finding any equipment and notifying the Head of Department – Staging, including providing on-the-spot maintenance and repairs to equipment prior to and during performances.
General
Perform any other duties as directed by the manager, within level of skills, experience and competence.
Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.
At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre and consistent with those prescribed in the Code of Ethics for the South Australian Public Sector.
Demonstrate appropriate behaviour and adhere to AFC's policies and procedures in relation to EEO and the prevention of Bullying and Harassment in the workplace
EBMS (Event Business Management System)
Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.
Records Management

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All records created within the conduct of AFCT business to be managed in accordance with AFC's Record Management Policy, associated policies, procedures and legislation.

Work Health & Safety Responsibilities (WH&S)

Care of your own health and safety and the health and safety of others.

Comply with any reasonable instruction from the Department of the Premier and Cabinet, and Adelaide Festival Centre, so far as you are reasonably able.

Cooperate with all reasonable the Department of the Premier and Cabinet, and Adelaide Festival Centre policies and procedures.

Comply with the WHS legislation by adhering to the WHS requirements set out in the Adelaide Festival Centre Trust's WHS management system.

Wear and maintain Personal Protective Equipment (PPE) as directed.

Use other safety and emergency equipment provided in the workplace.

Assist with and conduct risk assessments.

Report a hazard, incident, injury or illness arising from workplace activities within 24 hours.

Implement WHS policies, procedures and safe systems of work.

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Key Competencies:	Requirement
Qualification / Education	
Suitable technical qualifications from a tertiary institution or equivalent knowledge and experience	Essential
Comprehensive knowledge of work health and safety	Essential
Elevated Work Platform, Dogman and Rigging certificates	Desirable
Technical / Business Skills & Person Attributes	
Contemporary education, skills, knowledge and experience in Staging equipment, design, operation and delivery	Essential
People management and team building skills	Essential
Skills in quality customer service are essential together with sound communication and interpersonal skills	Essential
Be physically fit with unrestricted ability to lift, bend, stretch & twist.	Essential
Possess effective reading, writing and listening skills to ensure instructions and standards are understood and implemented.	Essential
Ability to work within a team environment and to work cooperatively with other staff, supervisors/managers and touring organisations.	Essential
Possess a sound understanding of the entertainment industry, its terminology, traditions and protocol.	Essential
Possess relevant computer literacy skills, in particular Microsoft Office products	
Experience	
Experience participating within team	Essential
Significant experience as a Staging Technician in the theatrical and/or live performance industries.	Essential
Experience within a multi venue arts centre	Desirable
Experience in digital board operating and referencing programs.	Essential

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Signature of Incumbent:

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Date: