

## POSITION DESCRIPTION

Assistant Technical Producer (POS1856 POS1343)

<b>Directorate:</b>	Community and Culture	<b>Department:</b>	Casula Powerhouse Arts Centre
<b>Position Grade:</b>	Grade 8	<b>Reports to:</b>	Technical Producer
<b>Last review:</b>	November 2021	<b>Next review:</b>	November 2024
		<b>Version No.:</b>	2.0

### Position purpose:

To assist the Technical Producer in developing and implementing specialised technical services to facilitate the delivering of programs, events and exhibitions for the Centre's Curators, Producers, Events coordinators and Registration Teams.

### Key accountabilities/responsibilities:

Responsible for:

- 1) Installation, de-installation and maintenance of all technical equipment to ensure the delivery of the Casula Powerhouse Art Centre's programs, events and exhibitions as well as provide technical assistance to broader LCC directorates.
- 2) Install and operate technical equipment for live performances and events to achieve desired outcomes in accordance with set runsheets, established operational timelines and standards. Make operational decisions where guidance is not provided to ensure high quality outcomes for CPAC programs, exhibitions and events.
- 3) Preparation of gallery spaces for exhibition. Provide technical expertise and custom solutions for the safe movement, installation, and display of artworks for exhibition.
- 4) Bump-in and out theatre production sets and technical equipment. Prepare venue according to provided plans and technical specifications, operate lighting, audio and AV consoles for the successful delivery of live performances.
- 5) Undertake the setup and pack down of lighting, audio, photography, film sets and camera equipment for the production of digital content. Record and edit digital content for online audiences in coordination with producers to reach desired outcomes and meet deadlines.
- 6) Undertake maintenance and repairs of technical stock, equipment and plant. Ensuring workshops and storage areas are kept clean, safe and functional.
- 7) Working as part of a team supervise casual technicians as well as assist other technical team members by sharing knowledge of technical area of expertise to diversify the skillset of the entire technical team.
- 8) Ensure all work conducted is undertaken in accordance with safety procedures. Identify and report all hazards and unsafe work practices.
- 9) Understand project goals, roles and responsibilities, and deadlines. Self-monitor progress to ensure deadlines are met by monitoring milestones and initiate change where necessary to meet hard deadlines.
- 10) Liaise with and discuss desired outcomes with external stakeholders, artists, producers and hirers. Provide technical recommendations, select, install and operate appropriate technical equipment to achieve highest quality desired outcomes.

**Decisions made in the position:**

- 1) Use of tools, power tools, access equipment, elevated work platforms and other major plant for the safe execution of works.
- 2) Identification and reporting of opportunities for improvement as well as implementation of changes to operations/ systems.
- 3) Minor equipment repairs as well as maintenance of technical equipment and systems.
- 4) Configuration, setup and operation of technical equipment for exhibitions, programs and events.
- 5) Assess personal workload and contribute to work plan priorities to ensure project delivery prior to deadlines.

**Decisions referred:**

- 1) Any issues encountered during general operations and project delivery, identify areas for systems improvement, workshop solutions with Technical Producer and implement changes to continually improve work practices.
- 2) Major equipment repairs and maintenance
- 3) Infrastructure project management
- 4) Budgetary decisions

**Key issues/challenges:**

- 1) Liaising with producers, registrars, external hirers, artists and other stakeholders during bump-in, bump-out, gallery installation, gallery de-installation and live events.
- 2) Manage workload, self-monitor and coordinate with other technical staff to ensure deadlines are met.
- 3) Provide all internal and external stakeholders specialised technical solutions for the effective delivery of CPAC's diverse range of programs
- 4) Work closely with stakeholders from diverse backgrounds to determine technical requirements and implement solutions
- 5) Undertake event operations and implement technical systems as required for scheduled events and deadlines.
- 6) Work safely in high-risk work environments.

**Key working relationships:**

- Technical Producer
- Curator, Registrar, Producers, Event Coordinators
- External Hire Clients
- Artists and stakeholders

## POSITION SPECIFICATION

### ESSENTIAL CRITERIA

#### Qualifications/Licences

- Tertiary qualifications in live production, theatre and events or technical services and/or comparable industry experience in entertainment, performing arts venue, gallery or related industry.
- Current Class C Drivers Licence.

#### Experience

- Demonstrate high-level competency in the operation of lighting and/or sound and/or audio visual equipment under live performance conditions.
- Experience in the safe installation of technical equipment in gallery, film and event environments
- Experience in using computer applications such as Word, Excel, Outlook as well as specialist lighting, audio and AV software
- Experience in producing and editing digital media
- Experience in planning and prioritising for the effective delivery of arts programs
- Experience in the maintenance of technical equipment and systems
- Experience in the use of elevated work platforms, tools and plant
- Experience in gallery installation, exhibitions setup and art handling
- Experience in liaising with people from diverse backgrounds and/or working with technical crews, artists, writers, designers, performers, choreographers and directors

#### Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity.
- Effective interpersonal and negotiation skills with the ability to provide technical advice for effective customer service.
- Knowledge and experience in using computer applications including word, excel and outlook and specialized entertainment software (eg Autocad, adobe creative suite, CueLab, Show Cue Systems)
- Knowledge of technical requirements for staging, performance and gallery installation including sound, lighting, audiovisual, communication systems and rigging.
- Knowledge and understanding of electrical theory, lighting concepts, focussing, patching, signal

chains, sound concepts and audiovisual systems.

- Diagnostic skills for troubleshooting issues presented during the installation and operation of lighting, sound and audiovisual systems.
- Ability to develop and implement, in consultation, short-medium term maintenance and improvement plans for the venue.
- Ability to work both independently and within team environments.

#### **DESIRABLE CRITERIA**

##### **Qualifications/Licences/Experience/Knowledge and Skills**

- Working at heights training
- High risk work licence for Elevated Work Platforms (EWP) (Yellow card)
- High risk work licence for Basic Rigging (RB)
- Test and Tag electrical licence
- Experience using CAD programs

## **Our vision:**

**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**