

# CARRIAGEWORKS

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Casual Senior Technician
<b>BUSINESS UNIT</b>	Program and Production
<b>REPORTS TO</b>	Production Manager
<b>STAFF REPORTING TO</b>	Casual Technicians
<b>HOURS</b>	Casual
<b>DATE</b>	October 2017

## PURPOSE OF POSITION

Carriageworks Casual Senior Technicians provide frontline service to clients, artists and production teams at Carriageworks. Working within the Production Team, under the direction of the Production Manager, the Senior Technicians lead the technical production and delivery of the Carriageworks Artistic, Commercial and Major Events Programs.

## KEY RESPONSIBILITIES

- Provide high level customer service and ensure a positive experience for clients, artists and visiting companies.
- Provide clients, artists and visiting companies with appropriate information for effective use of Carriageworks.
- Lead, direct and oversee all aspects of the program production.
- Ensure program production adheres to all WHS requirements.
- Monitor the usage of equipment; maintain appropriate records, and ensure proper and safe use of all equipment.
- Assisting in safety management and conducting safety inductions
- Opening and closing up procedures, and daily Back of House reporting.
- A working knowledge of all Carriageworks technical systems.
- Other responsibilities as delegated by Management within the scope of this position.

## CARRIAGEWORKS VALUES

- Work as an effective team member to ensure that the organisation's objectives are met.
- Ensure that the organisational values of excellence, collaboration and respect are met and encourage and support these values within the Carriageworks team.
- Work with an awareness of and a commitment to all Workplace Health and Safety policies, procedures and work practices.

## PERFORMANCE CRITERIA

- All productions delivered to a high standard.
- Artists, client and visiting company satisfaction.
- All technical equipment and systems are fully functional and operating efficiently.
- Good communications both to internal and external clients
- Maintaining a high standard of personal presentation, as well as presentation of work area.

## KEY INTERNAL RELATIONSHIPS

- Director – Programs
- Production Manager
- Technical Manager
- Casual Technicians

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## **KEY EXTERNAL RELATIONSHIPS**

- Artists
- Production & Event Managers (external)
- Commercial event clients
- External event and technical companies

## **ESSENTIAL CRITERIA**

- Proven ability to provide technical support for the delivery of contemporary arts programs and commercial event programs.
- Demonstrated experience in leading a technical team.
- Commitment to high level, solution focused customer service.
- Flexible approach to working hours, including the capacity to work evenings and weekends.
- Current first aid certificate.
- Desirable - Licences / tickets relevant to the role ie. Rigging, EWP, Forklift or willingness to obtain, tertiary qualification in Theatre – Technical, tagging and testing qualifications.

## **REQUIRED KNOWLEDGE AND SKILLS**

- A broad understanding of the arts and cultural industries.
- Ability to work collaboratively within a team; with demonstrable interpersonal and verbal communication skills including advocacy, negotiation and conflict resolution.
- Strong experience in technical staging equipment and theatre machinery, lighting and sound, AV, IT Systems, Advanced Technical understanding of rigging systems.
- Knowledge and understanding of Workplace Health & Safety (WH&S).
- Administration and IT skills
- Resilience and courage
- Ability to organise, plan and display time management and prioritise workloads.
- Ability to work independently and exercise initiative.
- Ability to work under pressure and meet deadlines.