

THE STREET THEATRE

VENUE TECHNICAL MANAGER

Thank you for your interest in the **Venue Technical Manager** position with The Street Theatre.

POSITION SUMMARY:

This role is a key part of The Street team overseeing core operations processes. The role supports The Street's day to day operation by ensuring our infrastructure and facilities are well maintained and fit for purpose together with the effective management of all technical operations including equipment, staff and contractors. The role works with creative teams to achieve their artistic vision and production values to the highest possible standards within the parameters set by the Company.

The Venue Technical Manager leads technical operations at The Street Theatre and ensures effective utilisation of people, resources, and systems. The role has two areas of responsibility: PREMISES and EQUIPMENT - manage the maintenance of The Street Theatre's building, technical and theatrical equipment and spaces and associated administrative responsibilities. TECHNICAL - coordinate, supervise, and deliver technical operations of all productions, performances, and events at The Street Theatre to national standards.

WORK LOCATION: The Street Theatre, 15 Childers St, Canberra City, ACT.

CONDITIONS: This position is for an initial two-year fixed term.

The nature of working for a theatre company and requirements of this position require a degree of flexibility, and will include days, evenings and weekends.

The Street Theatre is closed for four weeks over the Christmas/New Year period. Working days within that period are taken as paid Annual Leave.

REPORTS TO: Artistic Director/CEO

SUPERVISES: Casual Technical Staff

WORKS WITH: Producers, Production Managers, Creative Teams, Stage Managers, Front of House, Contractors, and ACT Government arts agencies.

WORK TYPE: FULL-TIME

Time beyond this during busier periods, such as production week, is accrued as time in lieu. Depending on the needs of the specific productions, the spread of hours may vary to suit the nature of the work undertaken.

WAGES AND ENTITLEMENTS: \$80,000 - \$85,000. Negotiable.
11% Employer Contribution to Superannuation.
20 days annual leave per annum accrued.
Complimentary tickets to The Street productions

WHO WE ARE

The Street Theatre is Canberra's award-winning home of live storytelling and performance in the ACT. We commission, develop, produce and present live performance work that talks to who we are and the world around us. We curate a year-long program of diverse artforms and experiences. We work with many of the finest creative practitioners in the region as well as Canberra's creative diaspora.

Just as Canberra is considered a petri-dish for new policies, ideas and cultural products within the broader national landscape, The Street serves a vital role as a key creative investor in and generator of new work and regenerator of place and community within the nation's political heart. As Canberra's leading creative producer we're inspired by our geography, history and people, we champion creative process alongside finished work; rich dialogue with our community, and in our city of ideas, inquisitive artists.

The Street is an ACT Government Arts Centre, and an essential contributor to the well-being of residents in the ACT and artistic vibrancy in the region. We acknowledge the Ngunnawal and Ngambri peoples as the Traditional Owners of the lands on which The Street Theatre stands and where we live and create. And as an organisation that calls Canberra home we honour the diversity of our many communities in Canberra.

For more go to www.thestreet.org.au

KEY RESPONSIBILITIES:

The role is responsible for overseeing core operations processes providing technical support in the planning and delivery of the Company's activities, including The Street's stage productions as follows:

Premises Management

- ❖ Ensuring The Street building functions efficiently and is a clean and welcoming place of work.
- ❖ Maintain all theatre spaces, technical and theatrical equipment to ensure The Street is in good working order and complies with relevant statutory requirements and industry standards.
- ❖ Monitor facilities maintenance and building services contractors and communications.
- ❖ Where required, project manage infrastructure improvement projects.
- ❖ Maintain a positive relationship with ACT Government agencies.

Technical Management

- ❖ Provision of technical production support to all in-house productions, presented work, developments and other activity.
- ❖ Provide accurate and timely reporting to assist project reconciliation and issue resolution.
- ❖ Lead and supervise casual technical staff and contractors.
- ❖ Manage restocking of Dressing Rooms, consumables, and stage management boxes.
- ❖ Maintain a register of employees and suppliers.

Health and Safety

- ❖ Maintain The Street's WHS online platform and ensure the systems of work and the working environment of the employees are safe and without risks to health.
- ❖ Ensure productions/projects are undertaken in a legal and responsible manner and that The Street staff and Street users are advised of and comply with relevant legal, security and safety requirements.
- ❖ Ensure the correct use of all theatrical equipment.
- ❖ Oversee induction and training of staff including First Aid and Emergency Evacuation.

Administration

- ❖ Maintain The Street's asset register.
- ❖ Generate technical theatre plans, templates, and information sheets on specifications of venue and keep current.
- ❖ Revise, file, and maintain production and technical files, records, manuals and reports.
- ❖ Develop and improve The Street's technical and production systems and processes.
- ❖ Work in conjunction with other staff to update and maintain the content of The Street website specifically venue information, technical specifications, plans, and photos.
- ❖ Develop strong and positive relationships with theatre users.
- ❖ Liaise with Café Management and FOH regarding special requirements of productions and event functions.

Environmental

- ❖ Take reasonable steps towards minimising the environmental impact of the technical areas of the business to enable The Street to move towards sustainable environmental practice and performance.

SELECTION CRITERIA

CAPABILITIES AND COMPETENCIES:

- ❖ Relevant training and/or tertiary/professional qualification, demonstrated theatre technical experience, or an equivalent combination of both.
- ❖ Minimum of five years relevant industry experience.
- ❖ Medium-High level of competency and experience in; lighting, AV, sound, stage operations, construction, rigging and production.
- ❖ Working knowledge of Workplace Health and Safety legislation and procedures that relate to the theatre and entertainment industries with proven experience of implementing these in a sympathetic manner.
- ❖ Proven ability to lead teams and manage people.
- ❖ Excellent interpersonal skills and a demonstrated ability to work co-operatively as part of a small busy team, but able to work independently.
- ❖ A practical problem solver with a can-do attitude.
- ❖ Demonstrated ability to work successfully in a multi-project environment with absolute attention to detail
- ❖ Strong planning, scheduling, and time management skills.
- ❖ Proficiency in Microsoft Office and other software packages incl. digital technologies and audio-visual applications, such as AutoCAD, QLAB, and ETC lighting consoles.
- ❖ Current driver's licence.

DESIRABLE:

- ❖ Demonstrable experience in working in an operations or building/facility role within a performing arts environment
- ❖ Health and Safety Qualifications
- ❖ First aid trained
- ❖ A knowledge of and interest in contemporary theatre, music, and live performance.
- ❖ An interest in minimising the environmental impact of The Street and working in an environmentally responsible manner

VACCINATION POLICY:

Please note The Street Theatre currently requires all staff and contractors, to our workspaces to be fully vaccinated.

The Street encourage applications from Aboriginal and Torres Strait Islander people, people with disability, mature age workers, people from diverse cultural and linguistic backgrounds and LGBTIQ+ people.

HOW TO APPLY

To apply for this position submit a written application which should include:

- ❖ Cover letter indicating suitability for the role (max one page)
- ❖ Separate response to the selection criteria (no more than 2 pages)
- ❖ Curriculum Vitae with two references

Address your application for the attention of
Caroline Stacey, Artistic Director/CEO The Street Theatre
and email application by **Monday 30th January 2023** to carolines@thestreet.org.au

For further information contact Caroline Stacey carolines@thestreet.org.au or call 02 6247 1519 or 0428732112