

## Theatre and AV Technician Contractor position

Huntingtower has a long tradition of educational excellence and consistently performs academically among the top schools in Victoria.

We have a wonderful opportunity for a suitably qualified Theatre and AV Technician to assist in supervising and performing technical activities for the Huntingtower Performing Arts Centre (HPAC) and other venues that may be used for external hires and school events.

This is an **ongoing independent contractor** position, reporting to the Theatre Manager and will primarily support theatre users for weekend and after-hours events. Your duties will include but are not limited to the following.

- Supervising aspects of and providing support for the technical operations in the theatre and/or performance/events as required.
- Support events through knowledge and safe operation of audio, visual and lighting systems to enhance performances.
- Knowledge of theatre production and stage assistance.
- A genuine interest in assisting with the aims, objectives, staff, students and clients of the School.

### The successful candidate will have

- Demonstrated experience in theatre technical operations
- Knowledge of GrandMA 2 lighting system
- Knowledge of a digital audio workflow and operation (Soundcraft Vi3000)
- Experience with Dante Audio
- Experience with V Mix and general streaming platforms (zoom, teams etc)
- Demonstrated knowledge of Occupational Health & Safety and application within a theatre environment
- Excellent customer service and interpersonal skills
- Flexibility to work a range of hours

A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment at Huntingtower.

Position description is available below.

If you are a vibrant, warm, supportive, and professional person who would like to become involved in a caring environment, please submit your application to [employment@huntingtower.vic.edu.au](mailto:employment@huntingtower.vic.edu.au) by **Friday 21 June 2024** together with the names, addresses and telephone numbers of three referees.

**We will shortlist and interview high quality applications as they are received, and we strongly encourage interested candidates to submit their application as soon as possible.** The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The school undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.

## Position Description

### After-hours Theatre Technician

#### Nature of Role

The after-hours Theatre Technician will perform technical activities for the Huntingtower Performing Arts Centre (HPAC) and other venues that may be used for school events and external hires.

This will be under the direction of the Theatre Manager/Senior Technician.

This is a vital role in supporting external users, staff and students in achieving the desired outcomes within the scope of the theatre and other related venues.

This role will assist in the safe operation and maintenance of theatre lighting, audio, rigging, video projection and related equipment and systems used in support of staging musical productions, drama productions, music concerts, dance, school assemblies, meetings, and related events.

#### Main Responsibilities and Duties

The After-hours Theatre Technician will assist the Theatre Manager/Senior Technician:

##### Theatre

- Assist with the programming of audio equipment, lighting equipment, video projector, IT equipment, rigging controls and other technical systems in advance of performances and productions
- As required, supervise students (student Tech Crew) working in the production and technical areas and ensure their work is done in a safe manner
- As required, external contractors working in the production and technical areas and ensure their work is done in a safe manner whilst offering technical support on the use of the sound and lighting equipment.
- Monitor the condition of equipment, including lighting, audio, and rigging; notify the Theatre Manager of the need to repair and replace equipment
- Utilize proper safety practices and procedures and ensure all people in the theatre understand safety
- Serve as the tech on duty (TOD) for external hirers using the facilities.
- Perform other related duties as required to address theatre needs and changing theatre practices, including maintaining school protocols for the use of the PAC and its security

##### Safety

- Ensure all health and safety requirements are met for use of the performance space
- Produce risk assessments for all theatre and event space activities
- Regularly update and advise all users (including students) of the theatre and event spaces on the safe use of the area and equipment
- Assist the Manager in provide a safe workplace induction training for users of the theatre and performance space
- Maintain awareness of health and safety regulations specific to the spaces and equipment used
- Organise annual safety checks of all technical equipment, machines, fixtures and fittings

## **AV**

- Assist guests and staff to set up AV equipment for presentations
- Operate technical equipment for external hirers
  - Lighting – GrandMA 2 Console
  - Audio – Soundcraft Vi3000
- Work safely and considerately with due regard to proper safety practices and procedures
- Perform other related duties as required to address AV needs and changing AV practices

## **Position Requirements**

- Relevant qualifications and/or equivalent experience in an appropriate specialist theatre practice (eg. Certificate IV in live production & technical services and audio engineering) preferred
- Background knowledge and experience in Theatre and events
- Experienced in Microsoft Office Suite, with good spelling and grammatical skills
- Ability to work independently or as part of a team
- Methodical and clear thinking
- Good time-management skills, ability to manage competing priorities and deadlines
- Knowledge of OHS safe practices in relation to safe manual handling
- Experience at working within a School environment
- Drivers Licence and an EWP (Electronic Work Platform) would be an advantage
- A positive history of working with children, and experience in child-related work
- A strong belief in child safety and protection, and a willingness to be actively engaged in the School's child safe culture.
- A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment
- Have a firm belief in, and commitment to the mission, vision and core values of the School with an ability to articulate and promote these values.

## **Flexibility**

- This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience
- The post holder is required to be flexible in developing their role in agreement with the Business Manager

## **Key Relationships**

Reporting to:

- Theatre Manager/Senior Technician
- Director of Business Operations

## **Health and Safety**

- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Being familiar with emergency procedures and being ready to implement them if necessary

## Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct* and *Staff Code of Conduct*