



burrinja
Gallery and Cultural Centre
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VENUE TECHNICAL COORDINATOR – JOB SHARE

Burrinja

(Dandenong Ranges Community Cultural Centre Inc.)

ABOUT THE POSITION

This is a Part Time 16 hour per week job-shared position, ideally spread over 3 days per week with an emphasis on Friday to Sunday hours. The position will work in tandem with Burrinja's current Venue Technical Coordinator to deliver the duties and responsibilities of the role.

The successful candidate will be responsible for the effective and efficient coordination of Venue Technical Services at Burrinja to ensure a high quality of operational functionality for the performance and exhibition spaces; safe, efficient and high standards of use of venues for clients; and a high level of client satisfaction and customer service.

They will be keen to work with the team to further arts, culture and community development in the region, and demonstrate a commitment to excellent customer service. The successful candidate will work with the Venue Manager to ensure an integrated approach to providing technical services for both Burrinja productions and external hire events and productions.

It is expected that **Venue Technical Coordinator** will be flexible in their allocation of weekly hours required to successfully deliver the responsibilities of the position. This will include evening and weekend rosters.

For further information regarding this position, contact the Venue Manager Toni Kirk on 03 9754 8723. For further information on Burrinja, visit www.burrinja.org.au

APPLICATIONS

Please find enclosed a position description, including selection criteria, to assist you in the preparation of your application.

Please provide a brief cover letter, your resume and a statement addressing each of the selection criteria.

Please ensure that you include a phone number you can be contacted on during office hours.

Please include contact details for three (3) referees, at least two of which must be work related. (*Referees will only be contacted after a personal interview has been conducted.*)

Applications should state the position title, be marked Private & Confidential and be forwarded:

To: Toni Kirk
Venue Manager

Email: tonik@burrinja.org.au *

Postal: Burrinja
351 Glenfern Road
UPWEY VIC 3158

APPLICATIONS MUST BE RECEIVED BY MIDNIGHT ON SUNDAY MAY 10, 2015

Applications will be short-listed for interview based on the Selection Criteria. Burrinja wish to appoint the role by May 22, with the position available to commence immediately thereafter or as negotiated.

* **Emailed applications are preferred.** Email applications must be provided as a separate Word or PDF attachment. Email applications sent as message text in the email will not be accepted.

Position Description

Job Title: Venue Technical Coordinator – Job Share
Status: Part Time – (0.4hrs) 16 hrs a week
Reports To: Venue Manager
Position created: New Position. April 2015.

BURRINJA

Burrinja (the Dandenong Ranges Community Cultural Centre Inc) is a vibrant cultural centre offering a broad range of arts, cultural, performance, education and community related experiences that work toward its mission: ***Building community through arts.***

Burrinja encompasses visual and performing arts activities and events, an extensive public collection of Indigenous and oceanic art, 400 seat theatre, black box space, multiple gallery spaces, cultural education, arts incubator studios, live music, community cultural development projects, rehearsal, making and meeting spaces, and Burrinja Cafe + Bar.

POSITION OBJECTIVES

Reporting to the Venue Manager you will be responsible for the effective and efficient coordination of Venue Technical Services at Burrinja to ensure:

- a high quality of operational functionality for the theatre, black box & galleries;
- safe, efficient and high standards of use of venues for clients;
- client satisfaction through high quality service, production advice and provision;
- quality and accurate monitoring and reporting

You will undertake the coordinated management of human and physical resources related to technical operations of the venues, contribute to the operation of policy, service levels and standards, and supervise all aspects pertaining to the technical operation and use of facilities and equipment in the theatre and other Burrinja venues.

The Venue Technical Coordinator will contribute to and assist in delivering on the centre's mission: Building Community through Arts.

KEY RESPONSIBILITIES & DUTIES

In consultation with the Venue Manager, key accountable areas include but are not limited to:

1. Promote and market the use of the Theatre and other Burrinja venues through the provision of advice on technical, audio visual, staging and artistic services available to clients and potential clients.
2. Develop strong positive relationships with all clients and customers to ensure a high level of satisfaction is maintained.
3. Supervise all aspects of technical operations in the Centre, including the mounting of performances in all areas and assisting where required with audio visual aspects of exhibition installations. Provision of technical support and supervision of all facilities in the venue.

4. Ensure a safe and efficient workplace environment by maintaining the venue's OH&S systems through regular inspections and record keeping, in accordance with health and safety regulations and best theatre practices.
5. Co-ordinate and monitor the human resources of Technical Services and report monthly
6. Maintain a register of assets, properties and effects, and to attend to the regular service and maintenance of that equipment.
7. Provide advice and reports to the Venue Manager in relation to technical services pricing, equipment purchase and maintenance, purchase of consumable items used in the operational and technical areas of the Centre, service provision and staff engagement.
8. In consultation with the Venue Manager, engage, coordinate, train and supervise casual and volunteer technicians.
9. Supervise all personnel, including clients and client's crew, operating any equipment or assisting the event in any way. Ensure all aspects of health and safety relating to theatre operations are adhered to.
10. Ensure the safety of equipment or effects at the Centre and of that brought in by Hiring organisations, and decide on the repair or removal of faulty equipment. This position has the authority to determine whether a piece of equipment can be used in the Centre.
11. Liaise with clients prior to the event to ascertain their technical requirements, and provide advice on facilities available. Engage suitably skilled casual and contract staff to assist with the client's needs as required, and within budget.
12. Provide maintenance support within the Centre.
13. Attend and/or contribute to the technical forums of VAPAC, APACA and other industry bodies as appropriate
14. Remain conversant with the Centre's Condition of Use, and be proactive in its implementation
15. Other duties as reasonably required by the Venue Manager.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Venue Technical Coordinator acts under the Venue Manager - Burrinja, and is responsible for the coordination of all day-to-day aspects of Burrinja's technical services and equipment across all venues. The position carries responsibility for management of resources associated with technical equipment and staff. Freedom to act is governed by agreed goals and regular reporting mechanisms.

MANAGEMENT

- Responsible for day to day supervision of all theatre, gallery and other technical equipment
- Responsible for day to day supervision of casual technical staff

FINANCIAL

- Responsible for budgeting and reporting on client and theatre program technical requirements
- Responsible for working within budgets as set
- Responsible for advising on technical equipment capital and maintenance budget items.

RESOURCES CONTROLLED

- Venue technical equipment
- Technical Operations casual staff

RISK MANAGEMENT

- Coordinate all aspects of risk management and health and safety relating to the centre's operations.
- Comply with all relevant legislation and operate and make decisions within the framework of Burrinja policies, procedures, guidelines and delegations ensuring Occupational Health & Safety, Workplace behaviours and all aspects of the Burrinja Human Resources Policy and Privacy Policy are adhered to.
- Take action to rectify any failure or suspected failure to comply with regulations or policies without delay.

ORGANISATIONAL RELATIONSHIP

Reports to: Venue Manager

Supervises: Theatre Operations casual and contract staff;

Internal Liaison: Executive Director, Burrinja Staff, Board, Volunteers.

External Liaison: Yarra Ranges Council staff; Performing arts and other hirers of the Centre, hiring organisations of Burrinja, Partnership organisations and Stakeholders, Suppliers, Council Sub-contractors and Industry networks when warranted.

QUALIFICATIONS & EXPERIENCE

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Relevant qualifications or the equivalent experience in the technical operations of a professional theatre or equivalent type of venue.
- Licence requirements –Electrical Test & Tag (preferred); Rigging (preferred)
- Level 2 Workplace First Aid
- In depth knowledge of OH&S legislation and practises

INTERPERSONAL SKILLS

- A well developed ability and commitment to develop options, resolve conflict and problems and work in a highly customer focused team culture.
- Proven ability to communicate sensitively and effectively with people from a wide range of organisation and cultural backgrounds.
- Ability to gain co-operation and assistance from clients, customers and other staff members.
- Proven ability to converse readily and easily with clients, stakeholders, community and members of the public and interpret their requirements.
- Ability to discuss and assist in planning venue operations with management.
- Ability to stay calm, focused and maintain customer service under frequent pressure, from both time and the client.
- Proven ability to persuade, convince or negotiate with peers, clients, members of the public and others in the pursuit and achievement of Burrinja objectives.

SPECIALIST KNOWLEDGE AND SKILLS

- Complete knowledge of theatre operation and procedures
- Understanding of budgeting
- Understanding of relevant sections of the Occupational Health and Safety Act.
- Understanding of the relevant technology, procedures, processes and precedents within theatre technical operations
- A high level of knowledge and skill in the operation of:-
 - **lighting**, including lanterns, patching, rigging, design and operation of computerised control desks.
 - **sound**, including microphone use, instrument amplification, amplifiers, speakers, effects equipment and operation of mixing panels.
 - **stage equipment**, including truss, rigging, risers, masking off.
 - **Audio-visual equipment**, including projectors and ancillary meeting tools
- Ability to manage human resources
- Ability to manage physical resources and assets.

MANAGEMENT SKILLS

- Understanding of and ability to implement:
 - Awards relating to casual Theatre Technicians
 - Legislation relating OH & S
 - Control of clients.
- Understanding of, and ability to implement, personnel practices including those relating to conditions of employment, and be able, when necessary, to provide casual theatre staff under their supervision with on-the-job training
- Ability to plan, organise and oversee operations
- Ability to work with minimum supervision.
- Ability to supervise others, including staff members and client's personnel.
- Ability to set and achieve goals and outcomes based on key responsibilities and duties.
- Ability to show initiative and exercise sound decision making across all areas of the position.

PREREQUISITES

- A current driver's license.
- Level 2 Workplace First Aid
- Electrical Test & Tag

SELECTION CRITERIA

1. Demonstrated experience in a similar role – theatre and venue technical operations and coordination.
2. Training/ qualifications in related work practices – electrical, rigging, OHS, working at heights.
3. Excellent team member and the capacity to support the Venue Manager.
4. Ability to liaise and negotiate with clients regarding technical requirements and stage access.

5. Demonstrated ability to supervise staff
6. Understanding of relevant legislation
7. Ability to work with flexible hours across the role/ venue activities as required
8. Ability to undertake demanding physical activities
9. A high level of communication skills including writing reports.
10. Commitment to providing excellence in customer service.

PHYSICAL REQUIREMENTS

- Posture:
 - Twisting, pulling, pushing, bending, lifting and carrying and rigging venue equipment frequently.
 - Able to access technical level balconies and catwalks with heavy equipment via stairs
- Upper Limb Body
 - Lifting and carrying venue equipment – rigging equipment frequently
- Trunk
 - Some twisting in standing position when moving, or setting up equipment
 - Bending below the knee when moving or setting up equipment
- Weights
 - Medium lifting – ability to perform assisted (group) lifts of venue equipment
- Performance level
 - Has to be able to meet timelines for allocated work

CONDITIONS OF EMPLOYMENT

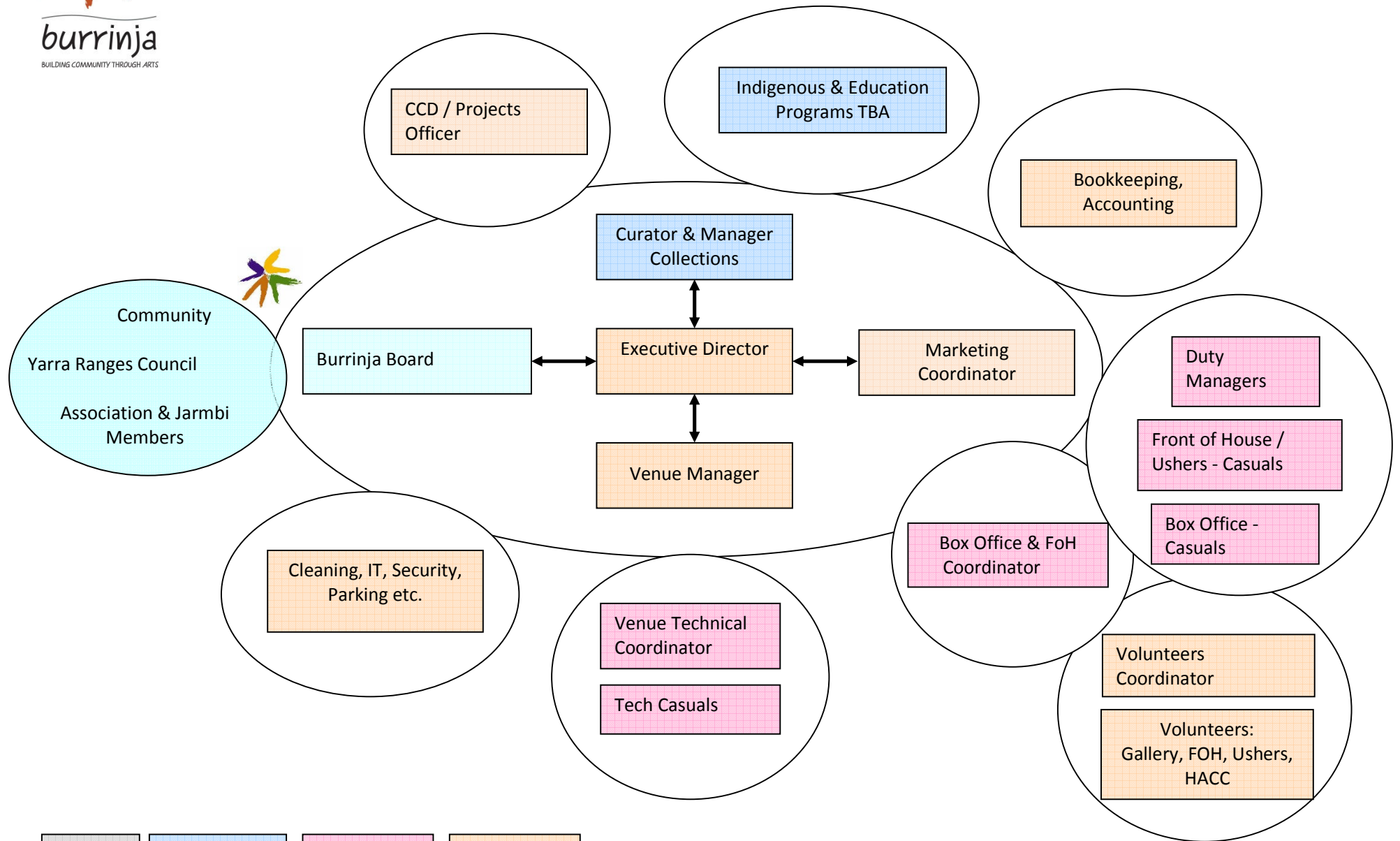
1. This post will predominately be rostered to support performances and events on Fridays, Saturdays and Sundays however the capacity to work outside of these hours and to be available to undertake additional hours during busy periods is required.
2. The tasks and roles described are job shared, with the equivalent of approximately one full time position between both persons.
3. Applicants may be required to undergo a Police Check prior to commencement in the position
4. Conditions of employment are in accordance with the Burrinja Human Resources Policy & Manual, 2006, with the signed Conditions of Employment Agreement, and with the National Employment Standards.



Burrinja

Dandenong Ranges Community Cultural Centre Inc

Organisation Chart



KEY	Visual Arts	Theatre	Core
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