



## Position Description

<b>Position Title</b>	Production Supervisor – HEART
<b>Directorate</b>	Sustainable Economies and Communities (SEC)
<b>Level</b>	5/6
<b>Reports to</b>	Production and Technical Manager
<b>Responsible for</b>	Casual Tech Assistants
<b>Primary Location</b>	Margaret River HEART and other locations as required.
<b>Delegation</b>	N/A

### Position Overview

Assist technical production service delivery for all meetings, conferences, exhibitions and events held at the Margaret River Heart including venue hires, theatre, cinema and special events.

Assist with the coordination of Technical Services – develops and manages technical framework including technical management plans, strategies, resourcing plans, budgets, policies and procedures.

Liaise with stakeholders, event managers, venue hirers and touring production personnel to determine event requests, specifics and documents appropriate for the technical equipment and service delivery requirements for all events.

Lead, operate and support staff to operate and maintain Technical Systems that require specialised use of audio/visual equipment, lighting, IT and associated hardware and software.

Maintains registers of and implements software and licence updates for all consoles, projectors, media servers, drive racks and associated control computers ensuring compliance with Shire of AMR communications and IT policy and procedures.

Coordination of maintenance and routine servicing of technical equipment at Margaret River HEART and other Shire owned venues as required, as part of an ongoing inspection, maintenance, and testing program.

Assists with the coordination and procurement of licensing, software and hardware systems and contract management relating to technical services management.

Contribute to design and implementation of staff and volunteer training in technical services.

Provide support to the HEART Production and Technical Manager and the Manager of Arts, Community and Economic Development in the implementation of an Arts and Cultural program in line with the Arts Margaret River program and the Sustainable Economies and Communities Directorate strategy.



## Position Responsibilities

Key functions	Specific duties	% Time
Technical Production Services	<ul style="list-style-type: none"> <li>• Coordinate technicians to facilitate and support venue operations, venue systems and procedures</li> <li>• Review of operational requirements for upcoming events to assist in coordinating technicians, equipment, and venue spaces</li> <li>• Undertake staff rostering and task assignment for technicians balancing programming needs with budget constraints.</li> <li>• Undertake and support technical staff service for high quality delivery of arts and cultural events and activities both at the HEART and within the Shire of Augusta Margaret River.</li> <li>• Undertake procurement of equipment and services to facilitate venue operations and event delivery together with the Production and Technical Manager</li> <li>• Work with relevant internal business units to ensure the successful technical and production delivery of Arts Margaret River and Shire led events;</li> <li>• Administer show reports, pre-production notes and report status to Technical &amp; Production Manager.</li> </ul>	60%
Coordinate service areas	<ul style="list-style-type: none"> <li>• Support technicians in delivery of services</li> <li>• Develop and implement staff rosters to support service delivery</li> <li>• Assist with the development of strategies and procedures to implement Industry standards across the venue including induction, training and operations</li> <li>• Assist in the management of work health &amp; safety operational requirements working closely with Technical and Production Manager and Department Leads to document, report, revise and deliver solutions.</li> <li>• Undertake purchasing and assist the Production and Technical Manager with budget preparation and financial plans as required.</li> <li>• Implement quality assurance measures to manage service provision.</li> <li>• Liaise with contractors and trades as part of building ongoing periodical maintenance program and venue upgrades</li> </ul>	40%



## Position Requirements

### Essential

- Demonstrated experience and working knowledge of technical production and equipment management in a fast-paced arts and cultural multifunctional venue.
- Demonstrated experience with technical systems including commissioning, operating and troubleshooting.
- Experience with implementing software, computing systems and technical equipment including troubleshooting.
- A high level of computer literacy including the ability to use Microsoft Office suite and Adobe Creative Suite as well as scheduling and venue management software.
- Demonstrated high-level operational problem-solving skills
- Ability to multitask, work autonomously and within a busy team environment to meet deadlines.
- An eye for detail with the ability to problem solve technical and logistical scenarios in a fast paced and deadline focused environment
- Well-developed oral and written communication skills including reporting writing.
- Experience working and contributing to a multi-disciplinary team with high level accuracy and attention to detail.
- Possess a current Western Australia "C" Class Drivers Licence.

### Desirable

- Knowledge and understanding of government policy and processes particularly Workplace Health and Safety.
- Experience formulating procedures and training documentation
- Working knowledge of the district and local community issues pertaining to the Shire of Augusta Margaret River.
- Qualification Cert IV in Live Production & Technical Services or equivalent.

## Key Relationships

Internal	External
<ul style="list-style-type: none"> <li>•</li> <li>• Manager of Arts, Community and Economic Development</li> <li>• Production and Technical Manager</li> <li>• Audio Visual Lead</li> <li>• Lighting Lead</li> <li>• Lead Mechanist</li> <li>• Arts and Cultural Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Margaret River HEART Co-management (programming) partner - Arts Margaret River</li> <li>• Event managers, venue hirers and touring production personnel</li> <li>• Community organisations and associations</li> <li>• Public Utilities and Authorities</li> <li>• Other Local Governments</li> <li>• Industry leaders and groups</li> </ul>

## The Way We Do Things

Respect

Integrity

Community

Excellence



<b>Acknowledgement</b>		
Reporting Officer Name	Signature	Date
Employee Name	Signature	Date