



Our Values

Respect Honesty Commitment Courage

Position Title:	Technician - HEART
Directorate:	Executive
Reports to:	Technical Supervisor HEART
Date effective:	October 2019
Agreement Level:	TBA
Position no:	

Values only become meaningful when they are translated into behaviours that people engage in and others can observe. They are the cornerstone of 'walking the talk'.

1. Purpose

1.1 Primary functions

- Undertakes technical production service delivery for all meetings, incentives, conferences, festivals, exhibitions and events held at the MR Heart including venue hires, theatre, cinema and special events.
- Liaise with stakeholders, event managers, venue hirers, musicians, artists and touring production personnel to determine event requests, specifics and documents appropriate for the technical equipment and service delivery requirements for all events.
- Maintains Technical Systems that require specialised use of audio/visual equipment, lighting and associated hardware and software.

1.2 Community Strategic Plan



Key Result Area 1: Valuing, protecting and enhancing the natural environment	Key Result Area 2: Welcoming, inclusive and healthy communities	Key Result Area 3: Ensuring sustainable development	Key Result Area 4: Vibrant and diverse economy	Key Result Area 5: Effective leadership and governance
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1.3 Key functions and duties

Key functions	Specific duties	% Time
Technical Services and Venue Hire	<ul style="list-style-type: none"> Take on the responsibility of lead technical services provider for corporate and community events, for events delegated by the Technical Supervisor. Set up, install, operate and maintain audio visual and lighting equipment for corporate and community events. In consultation with the client, plan and deliver technical solutions for corporate and community events, for events delegated by the Technical Supervisor. Provide excellent equipment services to meet client expectations. Perform equipment installation, storage and transportation activities in safe and secure manner. Assist with ongoing inventory management of equipment, cabling and accessories, storage and relocation. Conduct preliminary and routine rolling inspections to identify and resolve equipment malfunctions and perform minor service and repairs where necessary Prioritize and complete work orders accurately and timely. Assist with uploading and pre-testing of cinema content via digital cinema protocol and programming cinema sessions, ensuring key delivery method or encryption keys validation as scheduled. Operate Cinema Projection System. In conjunction with HEART staff ensure external hirers are fully briefed on the safe use of the theatres / performances spaces. Maintain effective recordkeeping for technical services. 	70
Administration	<ul style="list-style-type: none"> Provide support to the Technician and Technical Supervisor for day-to-day management and administration of the HEART's Technical Services. Assist with projects and contracts in Technical Services. Contribute to Technical Services OSH systems 	10
Supervision	<ul style="list-style-type: none"> Provide coordination and supervision to technical staff, general hands and volunteers for events delegated by the Technical Supervisor. 	20
Emergency Recovery	<ul style="list-style-type: none"> Assist with emergency evacuation responses within the HEART 	As required

General

- Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures & principles;
- Work in accordance with the Shire's defined Occupational Safety and Health legislation, procedures and principles;
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

2. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following:

2.1 [Authorisations Register - Authorisations to sign documents](#)

3. Relationships

3.1 Responsible to

- Technical Supervisor HEART

3.2 Responsible for (as delegated by the Technical Supervisor HEART)

- Technical Assistant
- General Hands
- Volunteers

3.3 Internal Stakeholders

- CEO
- Directors
- Managers
- Shire President
- Councillors
- Council Staff

3.4 External Stakeholders

- Community Associations
- Public Utilities and Authorities
- Consultants and other professionals
- Technical Services Industry leaders and groups

4. Position Selection Criteria

4.1 Position essentials
Demonstrated experience and/or qualifications in managing sound and lighting design and systems, for performing arts and business events.
Proven experience leading and supervising technical staff for performing arts and/or business events
Knowledge of and ability to contribute and interrelate effectively within a team
Proven experience in managing technical assets including specialist stage and cinema hardware and software.
Excellent interpersonal skills, able to communicate clearly and consistently with all theatre and event space users, especially non-technical users and to work autonomously.
Highly organized with experience in meeting deadlines and managing conflicting priorities
Possess a current Western Australia "C" Class Drivers Licence.
Has working knowledge of computers, particularly computer lighting consoles, audio visual and personal computers
Experience in the rigging and operation of a range of audio visual and lighting equipment
4.2 Position desirables
Knowledge and understanding of government policy and processes.
Senior First Aid Certificate
Working Safely at Heights RIIWHS204D (Nationally Recognised Certification)
Possess a current Riggers Licence
Ability to operate and maintain specialist theatre and cinema equipment - digital cinema, stage fly systems, digital audio and lighting consoles, and intelligent lighting

5. Parties

Present Occupant Name:	Signature:	Date:
Reporting Officer Name:	Signature:	Date: