

## **TECHNICAL SUPERVISOR (FULL-TIME)**

### **ABOUT THE PAVILION**

The Pavilion Performing Arts Centre Sutherland is a state-of-the-art, multi-purpose venue with world-class technical facilities and seating for up to 686 patrons. The refurbishment worked within the structure of the iconic 40-year-old entertainment centre, re-imagining its internal spaces to create a welcoming timber and glass foyer that connects with Peace Park in Eton Street. With abundant natural light and park-views, the enhanced audience experience helps in setting a new benchmark for metropolitan performing arts facilities in Sydney's south. Sutherland Shire is renowned for its high-calibre local performing arts companies and enthusiastic audiences. The Pavilion is a home for their work as well as an exciting selection of Australian and international entertainment, showcased in the exceptional design of architects CHROFI and NBRS Architecture.

### **PURPOSE OF POSITION**

The Technical Supervisor is responsible for delivering a high standard of technical services to the Pavilion Performing Arts Organisation. This position supports the efficient operation of the Pavilion Technical Department ensuring the highest level of customer service is provided across our venues whilst providing hands-on technical support and supervision for shows and events within the Pavilion's performance venues. The position requires an experienced technical production practitioner, an effective leader, good self-motivation, and in-depth knowledge in at least one technical production discipline (staging, lighting, sound/av). This role assists the Senior Technicians in providing technical requirements for clients across the Pavilion and Sutherland Arts Theatre precincts. Liaising with the Venue Hiring team to ensure all technical needs are met for upcoming shows, whilst acting as a Duty Technician/Supervisor on events and productions throughout the calendar year. This role is a hybrid administration to practical hands-on technical work, acting as the primary supervisor within the venues.

### **KEY RESPONSIBILITIES**

- Facilitate technical requirements for all upcoming events and productions across the Pavilion precinct.
- Liaise with the venue hiring team regarding technical requirements and needs for upcoming events and productions.
- Technical administration support for the Pavilion Performing Arts Technical Department.
- Develop labour budget estimates for client's approval and reconcile technical labour costings for events and productions.

- Provide support and guidance to the technical team, assisting the Senior Technicians on events and productions where required.
- Promote a culture of continuous improvement; ensuring team members are encouraged to pass on audience and visitor feedback, comments and suggestions.
- Lead technical teams throughout production periods; bump ins and bump outs.
- Interpret technical drawings and requirements for upcoming productions to achieve deliverables against the event or production.
- Act as primary Duty Technician for all events and productions, liaising with FOH Duty Managers and supporting the smooth operation of events and productions.
- Carry out relevant WHS and site inductions for a range of clients and stakeholders.
- Carry out technical administration tasks to assist the Technical Operations Coordinator to ensure the smooth operation of the Pavilion's Technical Department.

## **ORGANISATIONAL RELATIONSHIPS**

Reports To: Technical Operations Coordinator (Harry Tanswell)

Direct Reports: Nil

Key Relationships: Technical Operations Coordinator, Senior Theatre Technicians, Casual Theatre Technicians

## **SELECTION CRITERIA**

### **ESSENTIAL**

- Demonstrated experience in the supervision of technical teams across a range of different venues, working in high-pressure environments.
- Demonstrated experience in venue management, stage management or technical supervision.
- Hold a tertiary education within technical theatre specialising in one or more areas; lighting, sound/av, staging, stage management or production management.
- High calibre technical administration skills, including developing policies and procedures, reporting, rostering, and scheduling.
- Computer literacy and competency in Microsoft Office, Vectorworks and Adobe applications.
- Demonstrated customer service experience and team leadership skills.
- Well-developed analytical and problem-solving skills
- Ability to work over a 7-day roster, including day, evening and weekend work

## **DESIRABLE CRITERIA**

- Class C Driver's License
- Training in Occupation Health and Safety and Emergency Management
- Working at Heights, Rigging Ticket, Forklift License, Electrical Test and Tag and EWP Ticket

## **EMPLOYMENT CONDITIONS**

The Technical Supervisor (Fulltime 38hrs per week) position is employed and paid under the conditions of the Local Government Award (2023). The physical requirements of the position are consistent with those of a back-of-house worker in a theatre or similar venue. These requirements are, but are not limited to, prolonged periods of standing and being able to lift and carry weights up to 20 kilograms. You agree to advise the Pavilion of any pre-existing injuries or conditions that might inhibit you from completing the requirements of this position.

**Salary:** \$89,009.24 base salary plus 11% superannuation and weekend penalty loadings also apply.