

<b>Position:</b>	Lighting Supervisor
<b>Location:</b>	The Pavilion, 30 Eton Street, Sutherland, NSW
<b>Employment Type:</b>	Full-Time Position – 35 Hours per week
<b>Reports to:</b>	Technical Manager
<b>Probation:</b>	3-month probationary period

## POSITION OVERVIEW

The Lighting Supervisor operates, programs, and maintains lighting systems for events at The Pavilion and Sutherland Arts Theatre, ensuring high technical standards and equipment functionality for both incoming and in-house productions.

Working closely with the technical team, they help plan, configure, and deliver efficient lighting solutions. During hirer access, the Lighting Supervisor may act as Chief Warden or First Aid Officer, responding to workplace emergencies.

They also support the Technical Supervisor and Operations Manager in ensuring safe, professional venue operations in line with all policies. The role includes maintaining WHS compliance and contributing to the development of technical equipment, documentation, and procedures.

## KEY RESPONSIBILITIES

### Lighting Operations & Maintenance

- Set up, operate and configure lighting systems for productions, including patch sheets and designs.
- Isolate and de-isolate the Fire Indicator Panel (FIP) for haze usage during events.
- Complete routine maintenance, testing and repairs of lighting equipment, including fault diagnosis and post-incident follow-up.
- Regularly test and report on the condition and functionality of the lighting system.

### Leadership & Safety Oversight

- Professionally lead and mentor lighting teams to uphold high performance and safety standards.
- Contribute to toolbox talks and theatre inductions at the beginning of each workday.
- Act as Chief Warden & First Aid Officer and provide emergency response as required.
- Ensure all technical requirements for productions are delivered safely, always prioritising WHS.

### Technical Administration & Venue Support

- Prepare clear documentation and plans to communicate with colleagues and venue users.
- Assist with Standard Operating Procedure (SOP) development and manage the test & tagging of company assets.
- Act as Back of House Manager as needed and support The Pavilion's customer service culture.
- Maintain clean, safe, and organised backstage and equipment storage areas.
- Collaborate effectively with internal teams and external stakeholders to ensure smooth technical operations and event delivery.

## ESSENTIAL SKILLS

- **Extensive Industry Experience & Technical Expertise** – 5+ years' experience in live theatre/entertainment (or tertiary qualification + 3 years' post-grad), with advanced lighting operations and design skills.
- **Supervisory & Event Delivery Skills** – Proven ability to lead teams and deliver safe, effective events with strong WHS knowledge and on-the-ground leadership.
- **Systems & Equipment Proficiency** – Expertise in lighting consoles, dimmers, follow spots, paging/cue systems, intercoms, audio and video signal transport systems, and IP networks.
- **Technical Documentation & Implementation** – Skilled in interpreting and producing accurate technical documents and specifications.
- **Collaborative Leadership** – Strong leadership, communication, and teamwork across technical and creative teams.
- **Physical Capability & Flexibility** – Physically capable, able to lift equipment, work at heights, and adapt to rotating/ad hoc shifts.
- **Problem Solving** – Proven ability to resolve technical issues and lead teams to efficient outcomes under pressure.

## DESIRABLE SKILLS

- Experienced in safe, efficient use of counterweight and automated fly systems.
- Proficient with Fire Indicator Panels (FIP) and smoke isolation procedures.
- Skilled in projector focusing, masking, and QLab programming for cue-based playback.

## QUALIFICATIONS/CERTIFICATIONS

- Working with Children Check for paid employment
- First Aid & CPR Certificates
- Elevated Work Platform (Yellow Card)
- Test & Tag competency
- Possession of a Construction Induction Card (White Card) is desirable.

## PERFORMANCE GOALS

- **Safe and Compliant Lighting Operations**  
Deliver safe and timely lighting operations for all events, with full compliance to WHS and FIP isolation procedures.
- **Timely Maintenance and Team Development**  
Complete all scheduled lighting equipment maintenance and test & tag documentation by set deadlines, maintaining backstage areas to venue standards. Actively participate in or lead at least one team training or professional development activity per quarter.
- **Responsive and High-Quality Service Deliver**  
Provide high-quality internal and external service. Respond promptly to emergencies. Achieve consistently positive feedback from hirers.