

## position description

Technical Coordinator (0.8 full time equivalent)

## who we're looking for

The Technical Coordinator ensures the smooth running of our venue hire events and season performances as well as coordinating the Technical needs for all Monkey Baa Theatre Company productions.

The ideal candidate will have experience in all aspects of technical theatre and event delivery.

## who we are

The ARA Darling Quarter Theatre is located near Darling Harbour on the western fringe of Sydney's CBD. With a flexible seating capacity from 236 up to 372, the venue hosts theatre and music performances, corporate events, launches, presentations and community forums.

The theatre is managed by Monkey Baa Theatre Company, a not-for-profit organisation dedicated to creating exceptional theatre for young audiences. Monkey Baa presents an annual season of works at the theatre in addition to touring productions nationally and internationally.

## the position

Position:	Technical Coordinator
Position Type:	Part time, 4 days per week. The nature of the role will require flexible hours and will include some evening and weekend work
Reporting To:	Operations Manager and Technical Producer
Salary:	\$60,000 pro rata plus 10% superannuation
Contract:	12 month contract with an option to extend
Objective:	To ensure the smooth and efficient delivery of technical services that support client events, season performances and touring productions

## duties include

### Primary duties

- Responsible for the technical delivery of all external and internal events at the venue
- Responsible for the technical coordination of all Monkey Baa touring productions from inception.

Such duties include:

- Drafting and distributing event technical schedules and coordinating all bump in's and out's at ARADQT (ARA Darling Quarter Theatre)
- Drafting and delivery of all event / production technical specifications
- Coordinating, creating and amending set ground plans and set drawings
- Coordinating and ensuring delivery of lighting plans, patch sheets, focus notes, lighting, sound and vision libraries

### Staffing

- Supervision and management of casual crewing for all events/productions at ARADQT in liaison with the Technical Producer

### Production

- Working with the Technical Producer to implement all lighting, sound and vision design
- Attend rehearsals, performances, bump in/outs, dress runs, technical and safety rehearsals as necessary
- Purchasing or hiring of technical equipment best suited to the production requirements where necessary
- Budget management and overseeing expenditure as set by the Technical Producer
- Identifying and ensuring relevant licences are obtained and legislation adhered to where appropriate eg: APRA
- Arranging suitable and safe storage of show technical elements when not on the road
- Ensuring all hired or borrowed items are returned at the conclusion of each season

### Tour Management

- Obtain all technical details for touring venues and in liaison with the touring party offer best solutions and plans for each venue in liaison with the Technical producer
- Ensuring SWMS are up to date and appropriate to the production
- Working with the technical producer on the liaison with tour coordinators and touring party regarding technical elements of the production
- Ensuring all touring practices adhere to current WHS legislation
- Be responsible for tour contingency including covering the technical team where required

### Venue

- Maintenance of all Monkey Baa touring and non-touring assets in liaison with the Operations Manager
- Maintenance of all technical elements of the venue including test and tagging
- Recommend upgrades and improvements to all technical facilities of the venue
- Reviewing, creating and implementing Monkey Baa technical policies

## selection criteria

- Experience working in a similar role
- A passion for Theatre for Young People
- A sound knowledge of technical event delivery
- Extensive knowledge of theatrical lighting systems and previous experience with ETC products
- Extensive knowledge of theatrical audio and audio-visual systems
- Experience with live streaming and digital delivery of events
- Experience of creating, amending and drawing technical plans (lighting plans, set ground plans)
- Experience of theatrical touring is desirable
- Exceptional organisational and problem-solving skills
- High level of computer literacy
- Proven ability to develop and manage office systems
- A flexible, collegial and reliable work ethic
- Working With Children Check (or willingness to attain upon employment)
- First Aid desirable

## what to do

For more information or questions about the role please contact Laura Watson, Operations Manager and Technical Producer – [operations@monkeybaa.com.au](mailto:operations@monkeybaa.com.au)

Please send your CV and a statement addressing the selection criteria to [careers@monkeybaa.com.au](mailto:careers@monkeybaa.com.au)

Closing date: Friday 29<sup>th</sup> January 2021