

JOB INFORMATION PACK | Head Technician

La Boite Theatre Company is seeking an experienced, dynamic and collaborative Head Technician to join the production team, to provide high quality technical operations and support for La Boite productions, venue hirers and to manage the ongoing technical operations of the Roundhouse Theatre.

This position is an excellent opportunity for a motivated technician who thrives in a fast-paced and creative environment, who enjoys problem solving and working with artists to realise their vision.

Culturally and Linguistically Diverse and Indigenous applicants, and those applicants with experience working with diverse artists and communities, will be highly regarded.

La Boite Theatre Company

Since 1925 La Boite has represented the adventurous and alternative. There has always been a strong focus on the development of new work and artists, and today it is no different. The stories, ideas and voices of our city and country are many and varied and La Boite seeks to represent and engage in this beautiful and rich diversity; the diversity of form, of ideas, ethnicity, gender, age, sexuality – of identity.

Vision | A locally, nationally and internationally impactful theatre company known for its daring, passion and connectedness.

Mission | To create exhilarating theatre that embraces audiences and elevates artists through its engagement with its community.

We Value

Artistic Process

At the core of La Boite are the artists and their process. We believe in long term investment in development. We believe in discipline, patience and flexibility in our creative interactions.

Respect

We embed diversity in all we do. We acknowledge the traditional owners where we create and are responsive and inclusive with our audiences and artists.

Relevance

We make work that is connected to our communities locally and globally. We respond to our environment, provoke change and encourage debate.

How to Apply

Your application should include the following:

- A cover letter highlighting your key skills and experience
- A statement of no more than four A4 pages demonstrating how your skills and experience address each of the selection criteria
- A current resume, including contact details for two referees

Please email your application by **5pm on Thursday 27 July** with Head Technician in the subject line to:

jobs@laboite.com.au

For more information contact Production Manager, Canada White on 07 3007 8600 or canada@laboite.com.au

POSITION DESCRIPTION

Job Title: HEAD TECHNICIAN

Work Hours/Breaks: Base Hours of work are 38 hours per week to be worked on a flexible roster as determined by the Production Manager.

Reporting relationships: The position reports directly to the Production Manager.

Supervisory Relationships: The position supervises casual technical staff.

Goal

To ensure the highest quality technical operations and support for La Boite Theatre Company and Roundhouse Theatre activities, and to maintain and improve all technical aspects of the Roundhouse Theatre

Duties

1. To be responsible for the technical aspects of all La Boite productions and activities - in the Roundhouse Theatre, other local venues and on tour.
2. To provide technical advice and support to all events and activities in the Roundhouse Theatre, including all La Boite Productions and Outside Hires.
3. To oversee ongoing venue operations and maintenance, and manage the safe, effective installation, maintenance and use of technical equipment, (incl. lighting, sound, video, rigging and staging elements).
4. To provide board operation and fulfil Head LX duties for La Boite productions as required.

Responsibilities and Duties

1. **To be responsible for the technical aspects of all La Boite productions and activities - in the Roundhouse Theatre, other local venues and on tour.**
 - Source, create, update and interpret venue and production plans and specifications in coordination with the Production Manager.
 - Provide detailed information and advice regarding venue and/or specific production issues.
 - Provide advice and feedback on technical aspects of productions, including but not limited to electrical safety, loadings, rigging, transport and OWHS.
 - Accept responsibility for the identification and provision of operational and technical elements of all company activities
 - Assist with all technical requirements of a show or areas assigned by the Company
 - Coordinate hire and/or purchase of equipment as required.
 - Attend La Boite Theatre Company staff meeting, production meetings and other meetings as required.
2. **To provide technical advice and support to all events and activities in the Roundhouse Theatre, including all La Boite Productions and Outside Hires.**
 - Provide customer focused technical support prior to and during outside hire events.
 - Actively pursue opportunities for Roundhouse Theatre equipment Dry Hires and be responsible for associated documentation and reporting.
 - In co-ordination with FOH staff ensure the smooth running of company events and maintain customer focus.
 - Assist Production Manager in the creation and maintenance of accurate venue information.
3. **To oversee ongoing venue operations and maintenance, and manage the safe, effective installation, maintenance and use of all technical equipment, (incl. Lighting, sound, video, rigging and staging elements).**
 - Comply with and actively contribute to safe work practices.
 - Assist the Production Manager in coordinating and actioning all venue and equipment maintenance including annual Test & Tag.
 - In consultation with the Production Manager, establish & update operational procedures, technical requirements, asset register and other documentation.
 - Provide comprehensive reports to Production Manager and General Manager as required

- Supervise, train and coordinate all technical staff throughout the production process ensuring the bump-in, performance and bump-out is done in an effective and safe manner.
- Encourage, foster and support upcoming technicians and support the artistic endeavours of practitioners involved.

4. To provide board operation and Head LX for La Boite productions as required

- Fulfil duties as Head LX and crew member on La Boite Theatre Company and Roundhouse productions as required.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Special Conditions

Qualifications/licences required: Safe Work at Heights, First Aid Certificate, manual drivers licence.

Qualifications/licences optional: EWP, Restricted Electrical Licence, Rigger License

Selection Criteria

1. Knowledge of the technical requirements of live theatre and touring, with previous experience working as a venue technician highly regarded
2. Demonstrated knowledge of the principles of Occupational Health and Safety and risk management and the capacity to implement them.
3. Demonstrated experience as production electrician and LX board operator (ETC ION), and knowledge of technical equipment generally used in the industry
4. The ability to problem solve, contribute ideas and demonstrate initiative and flexibility.
5. The ability to work collaboratively and provide support within a busy team environment
6. Strong administrative skills (including computer skills) including proven ability to manage files and prepare reports. Experience with use of CAD design software highly regarded.
7. Evidence of desired qualifications/licences if held including: Safe Work at Heights, EWP, First Aid and manual drivers licence, Restricted Electrical Licence, Rigger License

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