



JOB PACK

TECHNICAL CO-ORDINATOR

MARCH 2024

THE WHOLE WORLD ON SHOW

ACKNOWLEDGEMENT TO COUNTRY

At La Boite, we acknowledge the country on which we work and the traditional custodians of this land – the Turrbal and Jagera people. We pay our respects to their Elders past and present. We honour the Aboriginal and Torres Strait Islander people whose lands, winds and waters we all now share and their ancient and enduring cultures. This country was the home of storytelling long before La Boite existed, and we are privileged and grateful to share our stories here today.



ABOUT LA BOITE THEATRE | THE WHOLE WORLD ON SHOW

La Boite is an iconic Australian theatre company and one of Queensland's most revered producing houses. As Australia's oldest continuously running theatre company, La Boite has been creating inspiring, innovative, and adventurous theatre for nearly 100 years.

La Boite has a proud reputation for developing artists and audiences – with the aim to push the boundaries of theatre and create a pathway for local and national artists to mainstream stages in Brisbane and beyond. La Boite plays a crucial role in the local, state, and national arts sector as an incubator and producer of new work.

La Boite understands that the stories, ideas and voices of our city and country are many and varied and as such seeks to represent and engage in this rich diversity of form, ideas, ethnicity, gender, and identity.

La Boite is committed to building workplace diversity, access, and inclusion. Diversity is central to innovation, and access and inclusion are key to unlocking its potential. La Boite's diversity will be reflected in its programs and storytelling, as well as in its workforce, audiences, artists, and partnerships. La Boite supports all people, including from First Nations people, people who are disabled and/or d/Deaf and/or neurodivergent, people from diverse cultural and linguistic backgrounds, and lesbian, gay bisexual, transgender, and intersex (LGBTQIA2+) people.

VISION

Another century of changing our world, one story at a time.

PURPOSE

To create powerful connections between artists and audiences through stories that entertain, move, empower, surprise, and transfix.

WE VALUE

RELATIONSHIPS La Boite is people-centred, embedding a mindset of thoughtful risk-taking, creativity and innovation while being responsive to our partners' shared strengths and aspirations, and enhancing audience expectations.

RESILIENCE Through a passionate dedication to diversity, La Boite will thrive with considered, confident and connected strategies that strengthen the company.

REPUTATION La Boite will continue to grow and strive for greater profile, cementing its role as a vital cultural hub in Brisbane, Queensland and Australia while also distinguishing itself globally as a passionate and necessary storytelling institution.

SUSTAINABILITY La Boite will strengthen its sustainability and independence through commercial growth, enabling increased artistic and audience development.

OVERVIEW

Type: Part-Time

Hours: 3-days/week (9am – 5.30pm), scaled up to full time hours plus TOIL during production week/s for our mainstage season. The 3 days a week would be flexible within reason.

The requirements of this position include a degree of flexibility as you will be expected to work on events that may fall outside of usual hours or for additional hours to meet our changing business needs and the demands of your role.

Reporting to: Production Manager
Supervising: Casual technical staff

Pay: To be discussed

Qualifications / licenses required prior to commencing: Queensland Blue Card - Working with Children, Safe Work at Heights, First Aid Certificate, manual open driver's licence, EWP.

Desirable Skills: Vectorworks, QLAB, ETC Eos Family, Allen & Heath SQ.

Desirable Qualifications/licences: Restricted Electrical Licence, Rigger License, Test and Tag Certification.

GOAL

To ensure the highest quality technical operations and support for La Boite Theatre as well as maintain and improve all technical aspects of the company productions and activities.

DUTIES

1. To support all 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, and manage the delivery of all Outside hires in coordination with the Production Manager.
3. To oversee ongoing venue operations and maintenance, and deliver the safe, effective installation, maintenance, and use of technical equipment, (incl. lighting, sound, video, rigging and staging elements).
4. To provide lighting board programming for La Boite's mainstage season, and lighting board programming and operation for La Boite events if required.

RESPONSIBILITIES

1. To support all 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 design production plans and specifications in CAD based Vectorworks, 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 WHS.
 - Assist with the identification and provision of operational and technical needs of all Company activities, including La Boite's mainstage season and La Boite events.
 - Assist with the implementation of all technical requirements of La Boite's mainstage season and La Boite events.
 - Attend La Boite Theatre staff meetings, scheduling meetings, production meetings and

other meetings as required.

2. To provide technical advice and support to, and manage the delivery of all Outside Hires in coordination with the Production Manager.

- Provide customer focused technical support prior to and during outside hire events.
- Provide detailed information and advice based on technical plans for Outside Hires to the Production Manager and Client
- Provide detailed information and advice based on the production schedule for Outside Hires to the Production Manager and Client, and create a roster for casual technical staff
- Assist the Production Manager in adequately staffing casual technical shifts for Outside Hires
- Provide detailed information and advice based on the risk assessment for Outside Hires to the Production Manager and Client
- Supervise casual technical staff and provide support and advice during the bump in, season, and bump out of Outside Hires
- Create daily briefings for Duty Technicians, read all reports from Duty Technicians, and problem solve and action any issues in coordination with the Production Manager and Client
- Be an after-hours point of contact for Duty Technicians with the Production Manager

3. To oversee ongoing technical operations and maintenance, and deliver the safe, effective installation, maintenance, and use of all technical equipment, (incl. lighting, sound, video, rigging & staging elements).

- Comply with and actively contribute to safe work practices.
- Assist the Production Manager in the creation and maintenance of accurate venue information
- 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.
- In consultation with the Production Manager and the Venue and Operations Manager, establish, update, implement and maintain WHS procedures
- Provide comprehensive reports to Production Manager and CEO as required
- Support technical staff throughout the production process ensuring the bump-in, performance and bump-out is done in an effective and safe manner.
- Assist the Production Manager with the approval of casual timesheets as required
- With the Production Manager, create and implement training for casual technical staff
- Encourage, foster, and support upcoming technicians and support the artistic endeavours of practitioners involved.

4. To provide lighting board programming for La Boite's mainstage season, and lighting board programming and operation for La Boite events if required.

- Provide operation and Duty Tech duties for Outside Hires if required.
- Provide lighting board programming for all La Boite mainstage productions
- If required, provide lighting board operation for La Boite mainstage productions
- Provide lighting board programming and operation and stage management duties for La Boite events as required

5. Other

- Comply with La Boite's Workplace Health and Safety Policy and actively promote safety in the workplace

- Comply with La Boite's policies and procedures and with relevant legislation and regulations.
- 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.

SELECTION CRITERIA

Essential Experience

1. Demonstrated experience and understanding of the Australian performing arts sector, and knowledge of its unique production opportunities and challenges
2. Knowledge of the technical requirements of live theatre and touring
3. Ability to develop, implement, and coordinate production and technical processes within budget and resource constraints
4. Excellent interpersonal, computer, oral, and written communication skills
5. The ability to problem solve, contribute ideas, and demonstrate initiative and flexibility
6. The ability to work collaboratively and provide leadership and support within a busy team environment
7. Evidence of desired qualifications/licences if held including Safe Work at Heights, EWP, First Aid and drivers' licence

HOW TO APPLY

Your application should include the following:

- A cover letter responding to the essential experience.
- A current resume, including contact details for two referees (these will not be contacted without your permission).

Please email your application by cob Friday 29th March 2024 with *Technical Co-Ordinator* in the subject line to jobs@laboite.com.au.

If you would like more information about the role, please email production@laboite.com.au or call the Productions Manager, Teegan Kranenburg on 07 3007 8600.