Technical Manager

Position description          August 2019

Belconnen Arts Centre’s Technical Manager will manage the delivery of technical and facility operations for Belconnen Arts Centre Incorporated.

The position reports to the Executive Director. The Technical Manager will oversee and coordinate the day-to-day operations, maintenance and OH&S of the Belconnen Arts Centre facility and will act as first point of contact in case of emergency, security, or technical issues. They will operate technical equipment including staging, lighting, and audiovisual equipment as required for events, and supervise part-time, casual and contract technical staff. They will plan with clients and production staff to ensure staffing and technical requirements are understood to deliver events and exhibitions safely, at a high technical standard.

This role works closely with the Executive Director and Artistic Director (Co-CEOs), as well as the Front of House Coordinator, and will supervise casual technical staff and contractors.

Operational Structure
Refer Attachment 1: Belconnen Arts Centre Operational Structure as at July 2019.

Background
Situated on the shore of Lake Ginninderra in the north of Canberra, Belconnen Arts Centre opened in 2009. It is a multi-arts facility with four gallery spaces, a dance studio, two creative arts workshops, three creative studios and a large foyer space. From 2020, the venue will be complete with a 400 seat live performance and event space with associated foyer, café, gallery and rehearsal spaces. Belconnen Arts Centre engages with artists, communities and partners through Community Arts and Cultural Development practice, to empower and celebrate our identity, values and stories.

We are an incorporated non-profit association, and a Tax Concession Charity with Deductible Gift Recipient status. We are funded through a multi-year deed of grant through the ACT Government’s Key Arts Organisation program, and generate income through arts services, sales, and venue hire.

Belconnen Arts Centre Incorporated has a governing Board of up to 10 members who direct the affairs of the Association, employ the Co-CEOs and provides strategic and policy direction.

Our Purpose
To fuel a love of and engagement in the arts

Our Vision
To be a leader and a powerhouse in all we do

Our Key Objectives
To lead the ACT in Community Arts and Cultural Development
To be an inclusive, progressive and vibrant arts centre
To be the heart and soul of Belconnen

Our Goals
In 2023, Belconnen Arts Centre will be:
1. A proactive leader in CACD Practice
2. A catalyst for positive change through our work with artists, communities and partners
3. A generator of exemplary project design and delivery
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4. Recognised by our inclusive, engaging and affirmative brand
5. Led through adaptable, resilient and connected governance
6. A cherished destination that hums with activity
7. What people mean when they talk about Belconnen

Term
The position is delivered on a full time basis, 38 hours per week, for a total period of 12 months, with a probationary period of 3 months. Renewal of the position is dependent on ongoing operational funding being secured. The salary for the position is $71,136 p.a.

Hours of work
This position will require flexible delivery with regular weekend and after-hours work, in line with program activity.

Key Accountabilities and Selection Criteria

1. Technical Operations
   - Oversee and coordinate all technical operations of the venue.
   - Operate the venue’s technical equipment, including staging, lighting and audiovisual equipment, for events and exhibitions as required.
   - Effectively plan with clients and production staff to ensure staffing and technical requirements are understood to deliver safe and technically successful events.
   - Supervise Belconnen Arts Centre part time-casual technical staff and contractors.
   - Co-ordinate the set-up, running and pack down of events in the venue.
   - Liaise with event production personnel, including conducting client inductions and community training as required to ensure safe and sustainable use of the venue’s equipment and facilities.
   - Maintain operational knowledge of best practice in house audio, lighting and AV equipment.

2. Building, Plant and Equipment
   - The cost effective, timely and efficient operation, maintenance and development of the Belconnen Arts Centre building, its assets, technologies and systems, including leading in the imaginative and innovative use of these assets in support of all agreed activities.
   - Maintain technical equipment, building, plant, fixtures/fittings, and consumable items to ensure the venue is well presented to the public and complies with the relevant statutory requirements and industry standards.
   - Maintain accurate records of technical equipment and assets.
   - Develop a venue maintenance schedule and provide advice to the Executive Director on asset replacement.
   - Ensure the security of the building, its assets and people working, attending and/or using Belconnen Arts Centre.
   - Determine the safety of equipment and effects brought into the venue and direct the repair or removal if deemed faulty.

3. Administration
   - Liaise with the Artistic Director, Front of House Coordinator and Marketing Manager to identify and ensure client/user requirements are met in a timely and efficient manner.
   - Provide accurate and timely cost estimates and reporting to assist event reconciliation and issue resolution.
   - Assist with development and implementation of risk management systems and emergency procedures, including evacuation procedures and act as Chief Warden during evacuation procedures as required.
   - Adhere to Belconnen Arts Centre policies regarding safety, access, reporting, delegations, use of equipment, IT resources, and conduct.
4. **Human Resources**

- The implementation and maintenance of work safety and emergency control systems to ensure a safe environment for Belconnen Arts Centre’s staff, volunteers, visitors, clients and service providers.
- Acting as First Aid Officer and Chief Fire Warden in management of any incidents or emergencies.
- Provide direction and guidance to others where required, including supervising staff, casuals, contractors and volunteers in delivering technical services for arts activity.
- Providing leadership to fellow staff, volunteers, clients and service providers through consistent exemplary personal behaviour and when providing induction, training, supervision, mentoring and support.
- Contribute to maintaining effective staff communication across the organisation.
- Assist with rosters and help ensure there are sufficient qualified staff in attendance to operate the facility and to supervise users in accordance with industry standards and Belconnen Arts Centre policy.
- Assuming additional responsibilities in the absence of the Executive Director.

**Selection Criteria**

1. Experience working in a technical services role in a performing arts environment.
2. Demonstrated ability to operate a variety of staging, lighting and sound equipment including but not limited to computerised lighting desks, intelligent lighting fixtures, sound mixing consoles and radio microphones, and audio visual equipment.
3. Technical understanding and knowledge of safe theatrical staging, lighting, audio, and rigging operation and maintenance.
4. Understanding and ability to develop and manage the operations of a successful multi-purpose community arts facility, with highly developed skills in building management.
5. High level skills in technical planning, operations, support and delivery appropriate for a community arts organisation that presents a full variety of events and activities.
6. High-level written and communications skills, including interpersonal, liaison, team, negotiation and representation skills with an understanding of the needs of program staff, clients and creatives.
7. Ability to work to strict deadlines, respond to emergencies, and deal calmly and positively in a demanding environment.
8. Demonstrated understanding of and commitment to the principles of community arts and cultural development, workplace diversity, participative work practices, risk management, workplace health and safety and staff development and training.

**Additional**

A current Driver's License and a Working with Vulnerable People registration are essential.
Proficiency with Microsoft Office suite of programs is essential.
Additional experience in live performance production design is desirable.

Relevant qualifications are desirable, including:

- Applicable Tertiary qualifications
- Provide First Aid training
- Elevating Work Platform license
- Rigging license
- Electrical Test & Tag
- Work Health and Safety training and certification