

Technical Manager

POSITION DESCRIPTION

TITLE	Technical Manager
SECTION	Technical Services Team
POSITION	Permanent full-time
REPORTS TO	Executive Director
DIRECT REPORTS	Senior Production Technician (PT), 2 Production Technicians (FT), Casuals.
START DATE	01 September 2025
REVIEW DATE	12 weeks probation, then annually
AWARD	Live Performance Award 2020; Classified Level 13
PAY RANGE	\$85,000 - \$95,000
OTHER BENEFITS	4 weeks annual leave and 10 days personal leave, plus other legislated entitlements and 2 BREC Wellness Days per year will apply. The opportunity to experience live performance and attend shows at BREC.
HOURS	Monday to Sunday: flexible hours on a variable 4 week cyclical roster. Reasonable overtime may be accrued as time off in lieu (TOIL). Standard BREC office admin hours are Mon – Fri, 830am-5.00pm
PERIOD OF NOTICE	Four weeks

OTHER REQUIREMENTS

On appointment, successful applicants must supply a current National Police Certificate, Working with Children Check, White Card plus any other qualifications advised by the Executive Director. These must be maintained throughout employment at BREC. ***Applicants must hold full work rights in Australia.***



BUNBURY REGIONAL ENTERTAINMENT CENTRE

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ABOUT YOU & THE ROLE

Looking for a fresh challenge in a role where your leadership, expertise, and ideas will truly make a difference — and where the work you do is seen, valued, and relied on every day?

We're seeking an experienced technical professional to head up BREC's Technical Services Team — a dedicated crew delivering a packed year-round program of theatre, music, film, festivals, and conferences. As Technical Manager, you'll oversee people, production, systems, and equipment across our venues, ensuring everything runs safely, smoothly, and with creative excellence.

Based in Bunbury — Western Australia's second city, with the heart of a country town and surrounded by pristine waters — this is your chance to join an organisation that punches well above its weight. BREC is known across the state for its high standards, ambitious programming, and strong community connections. You'll lead a skilled and passionate team, build meaningful relationships with artists and clients, and play a vital role in delivering exceptional experiences for thousands of people each year.

If you're ready to bring your A-game to a role that's as rewarding as it is demanding, we'd love to hear from you.

ABOUT US

The Bunbury Regional Entertainment Centre (BREC) is a beloved, multi-award-winning performing arts and conference venue that has been at the heart of Bunbury and the South West since 1990. Owned by the City of Bunbury and managed by a not-for-profit association with an active volunteer Board, BREC includes a 790-seat main auditorium, a 242-seat studio theatre, and a suite of flexible conference and event spaces.

Our purpose is simple and powerful: to bring people together to share exceptional experiences. Each year, we deliver a diverse mix of business events, live performances, film festivals, creative learning, community engagement and regional performance industry capacity building — attracting patrons and participants from across the region and beyond.

At BREC, we're passionate about the role arts and culture play in building a thriving, inclusive community. We are committed to being a diverse and culturally safe workplace and warmly encourage applications from First Nations peoples, people from culturally and linguistically diverse backgrounds, LGBTIQ+ people, and people living with disability.

BREC VALUES

Evolve and thrive. Champion Respect. Together.



TEAM OBJECTIVES

The Technical Services Team is at the heart of delivering BREC's vibrant year-round program of live performance, film festivals, conferences, and community events. Multi-skilled across lighting, sound, AV, and staging, the team ensures every event runs safely, smoothly, and with technical excellence.

Our work underpins BREC's strategic focus areas: First Nations Front and Centre, Welcome Everyone, Grow Creative Capacity, and Future Proof BREC. From maintaining infrastructure and delivering touring productions to supporting local artists and community-led events, we help create unforgettable experiences on and off the stage.

Through responsive, professional service and strong collaboration with artists, clients, schools, community groups and other stakeholders, the team plays a vital role in shaping BREC's reputation — helping position Bunbury as a dynamic cultural destination and contributing to the creative and economic life of the region.

KEY POSITION RESPONSIBILITIES

Team Leadership & People Management

- Supervise, task, and manage the performance of the Technical Services Team, always fostering a culture of teamwork and safety.
- Mentor and train venue production technicians, including trainees, casuals, and students, supporting their technical development and on-the-job learning.
- Recruit and induct new casual staff, and oversee technical onboarding for staff, volunteers, clients, and students accessing backstage areas or using technical resources.
- Prepare and distribute rosters; manage timesheets, leave, and other HR-related functions, including maintaining accurate records of chargeable hours.

Technical Operations & Event Delivery

- Coordinate and manage the daily operations of the technical team across multiple venues and programs.
- Provide efficient, high-quality technical services to internal and external clients.
- Lead the planning, resourcing, and delivery of technical and production requirements at BREC and occasionally offsite, including BREC Hirers, BREC Events, and BREC Presents activities.
- Provide advice and guidance internally and to clients on scheduling and crewing, including technical resourcing and associated costs, ensuring alignment with BREC's capacity and business goals.
- Complete risk assessments for shows and events as required.



Equipment, Asset Management & IT Systems

- Oversee the operation and maintenance of BREC-owned equipment and liaise with the City of Bunbury regarding the upkeep and renewal of specialist technical infrastructure.
- Schedule, assign, and supervise equipment and minor building maintenance tasks within the technical team, ensuring timely completion without disruption to operations.
- Manage BREC's IT systems and the relationship with its external IT service provider; forecast future needs and associated budgets.
- Collaborate with the management team to plan and manage BREC's capital equipment needs. Maintain accurate records through regular updates to the Asset Register.
- Manage the technical budget, production supplies and stock levels.

Safety, Policies & Compliance

- Coordinate cross team Safety Review Meetings to identify and mitigate risks, ensuring compliance with legal and regulatory obligations for staff, volunteers, patrons, and clients - particularly in backstage areas and during shows and events.
- Monitor and enforce compliance with relevant workplace policies, procedures, and occupational health and safety (OHS) requirements.
- Update and maintain standard operating procedures (SOPs), safety policies, and risk management plans to reflect evolving practices, legislation, and site-specific needs.
- Lead incident reporting and response processes, ensuring timely documentation, investigation, and follow-up in line with organisational and legal requirements.
- Promote a proactive safety culture by delivering inductions, compliance training, and toolbox talks in collaboration with the Executive Director and management team.

Customer Service & Organisational Contribution

- Participate in organisational planning and leadership activities as a member of BREC's Management Team, including contributing to the delivery of the Strategic Plan, promoting cross-team collaboration, and supporting a high-performance workplace culture.
- Demonstrate professionalism and respect in all interactions, providing high levels of customer service to clients, volunteers, artists, contractors, and colleagues, and consistently upholding BREC's values.
- Represent BREC professionally at meetings, conferences, and events as required, contributing to positive stakeholder relationships and the Centre's public reputation.
- Maintain confidentiality of sensitive information relating to staff, clients, and organisational operations, upholding trust and professional standards.
- Actively contribute to a positive workplace culture by collaborating across teams and participating in initiatives that support organisational development and staff wellbeing.
- Undertake other duties as required, aligned with the scope and level of the role, to support the effective operation of the Centre.



ESSENTIAL SELECTION CRITERIA

1. Relevant tertiary qualification in technical production or performing arts, or equivalent professional experience.
2. Proven experience supervising and mentoring technical or production teams in a performing arts, entertainment, or live events environment, including rostering, onboarding, and performance management.
3. Strong skills in at least one core technical area (e.g. lighting, audio, AV, staging, cinema, or conferencing) and demonstrated ability to lead the planning and delivery of productions of varying scale and complexity.
4. Demonstrated understanding of workplace safety legislation and practices, including risk assessment, incident management, and delivery of staff inductions and toolbox talks.
5. Excellent administrative and organisational skills, including managing budgets, equipment and asset registers, and maintaining compliance documentation.
6. Experience managing venue IT systems or technical infrastructure, including coordination with external service providers and planning for future needs.
7. Strong interpersonal and communication skills, with a collaborative, values-led approach and a demonstrated commitment to cultural safety, teamwork, and contributing to strategic goals.

DESIRABLE SELECTION CRITERIA

1. Experience in additional technical disciplines beyond your primary area — such as lighting, sound, AV, cinema, staging, or conferencing.
2. Qualifications or licences such as Senior First Aid, Test and Tag, Rigging, EWP, Working at Heights, or a current driver's licence.
3. Experience contributing to operational or strategic planning or participating in organisational leadership or development initiatives.

TO APPLY

Please email to careers@bunburyentertainment.com

- A cover letter (maximum of two pages) outlining your suitability for and interest in the role. Tell us why this is the job for you!
- Your Resume with three professional referees.

DEADLINE

10am, Monday 30 June 2025.

CONTACT

Enquiries to Fiona de Garis, Executive Director via email to hello@bunburyentertainment.com or call 08 97923111