



Technical Manager POSITION DESCRIPTION

TITLE	Technical Manager
SECTION	Technical Production Team
POSITION	Permanent full-time
REPORTS TO	Executive Director
DIRECT REPORTS	Senior Production Technician (PT), 2 Production Technicians (FT), Casuals.
START DATE	September 2025 or as negotiated
REVIEW DATE	12 weeks probation, then annually
AWARD	Live Performance Award 2020; Classified Level 13
PAY RANGE	\$85,000 - \$100,000
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 on a variable 4 week cyclical roster. After-hours and weekend work is part of this role. Reasonable overtime may be accrued as time off in lieu (TOIL).
PERIOD OF NOTICE	Four weeks
BREC VALUES	Evolve and thrive. Champion Respect. Together.

ABOUT YOU & THE ROLE

Looking to take a step up in your career? Or for a fresh challenge in a role where your leadership, expertise, and ideas will truly make a difference?

We're seeking a capable technical professional with experience in live performance and events to head up BREC's Technical Team - a dedicated production crew delivering a year-round program of theatre, music, film, festivals, conferences and more.

As Technical Manager, you'll be hands-on; managing people, productions, systems and equipment across our venues, and ensuring everything runs safely, smoothly and is delivered with 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 nationally recognised for its high standards, ambitious programming and strong community connections.

You'll lead and support a small but mighty 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.

Bunbury Regional Entertainment Centre, 2 Blair St, Bunbury, WA, 6230.

ABOUT US

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. 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.

TEAM OBJECTIVES

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

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

- Task, supervise 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, plus 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, including working operational shifts as required by the demands of the schedule and capability of the team.
- 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

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

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 BREC's public reputation.
- Maintain confidentiality of sensitive information relating to staff, clients, and organisational operations, upholding trust and professional standards.
- Undertake other duties as required, aligned with the scope and level of the role, to support the effective operation of BREC.

ESSENTIAL SELECTION CRITERIA

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

DESIRABLE SELECTION CRITERIA

1. Experience in additional technical disciplines beyond your primary area — such as lighting, sound, AV, cinema, staging, or conferencing.
2. Demonstrated experience in rostering, onboarding, and performance management of staff.
3. Qualifications or licenses such as Senior First Aid, Test and Tag, Rigging, EWP, Working at Heights, or a

- current driver's licence.
4. Experience contributing to operational or strategic planning, and/or participation in organisational leadership or development initiatives.

TO APPLY

Please email to careers@bunburyentertainment.com

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

DEADLINE

10am Friday 22 August 2025. Please note, we may fill the role before this date, so early applications are recommended.

CONTACT

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