



POSITION DESCRIPTION

Title:	Casual Technician
Section:	Technical
Position:	Casual
Report to:	Technical Supervisor / Technical Manager
Review Date:	Annually, as required award: Live Performance Award
Classification:	Dependent on experience
Rate:	Dependent on experience
Objectives:	To provide a high level of technical support and customer service to our clients. Ensure the efficient technical operation of the Centre and work well as part of a production team.
Scope:	Requirements include working in multi-skilled areas such as lighting, sound, audio visual and staging during all aspects of production. Additional tasks will include technical and building maintenance.
Requirements:	This position requires a reliable, efficient, honest and hard working individual with a keen interest in the theatre environment and dedication to high quality technical work. Experience working in lighting, sound, audio visual, cinema operation, conferencing and staging preferred but not essential. We require you to have an understanding of organizational policies and procedures as well as Health and Safety requirements. The ability to take direction from senior staff and follow production schedules.



Responsibilities:

Show respect for all clients, volunteers and staff. Provide a high level of customer service in a professional manner with a proactive approach towards any challenges encountered.

Provide efficient technical services to all clients of the Centre both internal and external.

Operate and maintain the facilities and equipment of the Centre in a safe and professional manner. Assist in all areas of technical service provision as required.

Maintain accurate records of time worked and chargeable hours. Follow all instructions as directed. Follow all policies, procedures and Health and Safety requirements.

Maintain confidentiality of sensitive information resulting from involvement with other staff and users of the Centre.

Other related duties as required.

Extent of Authority:

The incumbent has authority to act within established work practices with reference to directed procedures, other documented methods and given instructions. The position reports to the Technical Manager, Technical Supervisor and Senior Technicians.

Salary Calculation:

Level is dependent on experience.

Cyclic rostering will apply, with penalties being applicable after 152 hours in each 4-week cycle.

No holiday pay or sick leave will be payable.