

THEATRE & TECHNICAL OPERATIONS MANAGER



**SACRED
HEART
COLLEGE**

YOUR TITLE	Theatre & Technical Operations Manager	WHO YOU REPORT TO	Director – Finance & Corporate Services
YOUR TEAM	Administration Team and Arts Team	WHO REPORTS TO YOU	AV & Technical Services Technician (Part-time) Casual employees (as needed)

Our Core Purpose: Our Core Purpose: As a Catholic School faithful to the Gospel and the tradition of the Sisters of Our Lady of the missions: We develop our students to respond to Jesus by striving for personal excellence, having the courage of their convictions and being active agents of change.

How do you contribute to the bigger picture?	The role of Theatre and Technical Operations Manager is to ensure the effective coordination and management of the Colleges RNDM Performing Arts Centre. This role will collaborate effectively with the Director of the Arts. The role spans across public relations, theatre management and technical production and shares expert technical knowledge with students.
Our values	To go beyond ourselves with Compassion Courage and Respect
Work requirements	ESSENTIAL <ul style="list-style-type: none"> • National Police Clearance • Working with Children's Check
Award	Non - Teachers Award: http://internet.ceo.wa.edu.au/Employment/Documents/ Level 5, 48wks per year. <i>Additionally, to reflect the importance of driving the external hiring of the Theatre to fee paying customers, you will be entitled to 5% of the net external hire income generated from the contracts entered with external hirers.</i>
Where and when you will be working	At Sacred Heart College
Key relationships	Director of Finance and Corporate Services, AV and Technical Services Technician, all College staff, particularly the Arts department and all external hires and casual employees.



Knowledge, Experience and Skills

You will be required to demonstrate the following competencies/skills:

- Well-developed Technical expertise in audio, visual and computer related technologies.
- Well-developed use of audio-visual computer software applications.
- Well-developed use of Digital Audio Workstation systems.
- Well-developed interpersonal and communication skills and the ability to work cooperatively with others and deal efficiently, professionally and courteously with College staff, students, parents, External Hirers and the general public.
- Well-developed problem-solving skills.
- Well-developed ability to use initiative and to be self-motivated
- Well -developed time management - ability to manage competing demands and work under pressure
- Excellent ability to work cooperatively and collaboratively as a member of a team.
- Excellent ability to foster and promote positive personal relationships with all stakeholders.
- Excellent ability to be a creative thinker – always striving for improvements.
- Excellent ability to demonstrate initiative, drive and a strong sense of professionalism.
- Willingness to work outside of normal working hours (when the need arises)
- Demonstrates a strong understanding of the Catholic Ethos and models this in all decision making.

The standards you need to meet/ what you will need to do – key activities

Theatre & Technical Operations Manager

Your responsibilities as a Theatre and Technical Operations Manager include:

PROMOTIONS AND BOOKINGS:

- Promote the venue to potential clients
- Establish booking procedures in relation to the college calendar vs external requests.
- Coordinate all aspects of committing the facility for use including entry and exit times.
- Communicate relevant pricing structures to different client groups
- Generate contracts for clients.
- Administer deposits, bonds and insurances payable with College accounts department.
- Record and administer all booking needs such as technical, equipment, catering, staffing etc.

MANAGEMENT OF EQUIPMENT FACILITIES:

- Manage a booking system for the various spaces in the RNDM Performing Arts Centre.
- Manage the availability of the spaces within the Centre to meet the requirements of both the College and External Hirers.
- Ensure the effective, efficient and safe operation of the Centre.



- Monitor External Hirers satisfaction.
- Maintain and operate the technical equipment in the Centre.
- Liaise with the Facilities Manager in relation to repairs and maintenance of the Centre.
- Take responsibility for the security of the Centre while in use. Liaise closely with the Facilities Manager for out-of-hours security and with the cleaning staff for general and remedial cleaning requirements.
- Assist College staff and students in the operation of technical equipment for College events.

PROVIDE TECHNICAL SUPPORT TO RNDM PERFORMING ARTS CENTRE USERS:

Internal

- Provide technical support for College users of the Centre in respect to opening and closing of the venue and the use of technical equipment. Liaise particularly with the Director of The Arts in these respects.
- Take an active involvement in teaching interested students' technical aspects of theatre, particularly in the areas of stage management, audio, lighting, set construction and video recording.
- Provide design assistance in the areas of lighting, audio and sets for college performances.
- Implement the lighting and audio system designs for performances.
- Provide advice on construction and design of sets or props for performances.
- Provide recording, editing, and postproduction services of performances.
- Assist the College staff and students in finding or creating sound effects and the editing of audio tracks for performances.

External

- Provide administrative and technical support for External Hirers of the Centre.
- Where necessary, act as the Stage Manager or Audio/Lighting Operator for hirers. Where the group is to provide its own technical crew, maintain contact with those persons ensuring safe and competent operation of the Centre's equipment and fittings.

GENERAL MANAGEMENT

- To manage all processes and systems in an efficient manner.
- Liaise with the Director of Finance and Corporate Services in regard to issues of policy, and fee schedules for External Hirers
- Assist with the preparation of budgets for College performances.
- Prepare quotations and invoices for venue hire costs for External Hirers.
- Develop, implement and maintain a Hirer's Agreement Contract
- Develop, implement and maintain a Procedures Manual for External Hirers.
- To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.

Qualifications

- Diploma of Arts (Technical Production) (desirable)
- Equivalent industry experience

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	<ul style="list-style-type: none"> • Senior First Aid Certificate 		
Decision making	<ul style="list-style-type: none"> • Budget allocations and authority (decision making) will be set by the Director of Finance and Corporate Services. 		
What success looks like:	<ul style="list-style-type: none"> • Safe environment for students, staff and visitors. • Positive feedback from internal college users of the Centre and other associated events around the college. • Positive feedback from external hirers of services provided • Expenditure is within budget expectations. • Capital equipment is functional and appropriate for the needs of the College • Motivated and performance orientated staff within the department. • Overall satisfaction of the Director Finance and Corporate Services and Director of The Arts of duties performed. 		
Your work, health and safety responsibilities	<p>Your responsibilities as an employee include:</p> <ul style="list-style-type: none"> • Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, College premises include places away from a College campus such as a campsite or where College excursions may take place from time to time. • Ensure understanding and compliance of the College OHS policy. • Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment. • Complying with, as far as practicable, all instructions given to you to ensure your own safety and health. <ul style="list-style-type: none"> • Proper use of any personal protective clothing or equipment supplied to you. • Not misusing or damaging any equipment you use. • Prompt reporting of any hazards or incidents/accidents to your Leader including damaged College property. 		
Ongoing professional development	Strive for personal excellence: You are required to participate in an annual performance review.		
Sign off	Leader name:	Steve Martin	Employee name:
	Leader signature:		Employee signature:
	Date:		Date:
	Document last updated:		December 2020

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Organisational structure of role:

