
PRODUCTION TECHNICIAN

Company Profile

Our Vision

To be the best theatre company in Australia and lead the cultural conversation.

Our Mission

To create excellence in all forms of theatre with imagination and passion in order to entertain, challenge and inspire audiences.

About MTC

Melbourne Theatre Company is one of Australia's flagship performing arts companies and has been enriching lives through the storytelling power of the finest theatre imaginable for over 60 years. Under the leadership of Artistic Director Brett Sheehy AO and Executive Director Virginia Lovett, MTC produces classic and contemporary Australian and international theatre.

MTC produces an annual subscription season of up to twelve productions plus an extensive Education Program; a Women in Theatre Program; a multicultural artists program (MTC Connect); a family theatre program; regional, national and international tours; and regularly collaborates with companies and artists from the independent and small-to-medium sector through NEXT STAGE and other initiatives.

MTC employs over 500 artists and industry professionals each year (with approximately 96 permanent staff), producing over 600 performances a season. It has a subscriber base of almost 18,000 people, with more than 200,000 attendances to its productions annually. MTC is a semi-autonomous department of the University of Melbourne.

Southbank Theatre is located in the heart of Melbourne's Southbank Arts Precinct. Each year around half of the mainstage season is performed in the 560-seat Sumner, with smaller-scale works and other activities in the 150-seat Lawler. The balance of the mainstage season is staged at nearby Arts Centre Melbourne's 882-seat Playhouse and 376-seat Fairfax Studio, with the four theatres enabling MTC to present works of a wide variety and scale.

Purpose of the Position

The PRODUCTION TECHNICIAN is part of the team responsible for delivering the technical requirements for Melbourne Theatre Company (MTC) Productions and Events.

The PRODUCTION TECHNICIAN will work with the *Technical Manager – Lighting & Sound* and *Senior Production Technician* to analyse the Design of MTC productions, breaking it down into components and examine the Lighting, Sound, Multimedia, Automation and Special/Visual Effects requirements in order to implement specific solutions which meet the Artistic Vision for the Production.

Key Relationships

This position is a member of the Production Department, reporting directly to the *Technical Manager – Lighting & Sound* and working closely with the *Senior Production Technician*.

To be effective, the PRODUCTION TECHNICIAN must be hands on, working in conjunction with a range of other Production department staff including the Production Management, Technical Manager – Staging, Workshop, Props, Scenic Art, Wardrobe and Stage Management along with Venue Supervisors and crew.

Responsibilities

The PRODUCTION TECHNICIAN is responsible for the manufacture, rigging, installation programming and operation of Lighting, Sound, Multimedia, Automation and Special/Visual Effects equipment (Technical Requirements) for Melbourne Theatre Company productions.

Responsibilities include, but are not limited to:

1. Production

- In collaboration with the *Technical Manager – Lighting & Sound* and *Senior Production Technician*, assess production designs to determine and implement Lighting, Sound, Multimedia, Automation and Special/Visual Effects manufacture and equipment installation plans.
- Develop equipment list in relation to the Lighting, Sound, Multimedia, Automation and Special/Visual Effects manufacture and installation plan.
- Interpret lighting plans and plots and generate associated paperwork.
- Source and purchase/hire equipment/parts as required.
- Collaborate with relevant departments on the integration of Lighting, Sound, Multimedia, Automation and Special/Visual Effects equipment into other requirements.
- Ensure the *Technical Manager – Lighting & Sound* is kept informed of any aspect of the Lighting, Sound, Multimedia, Automation and Special/Visual Effects installations that may have implications for audience sightlines in relation to masking the set.
- Deliver Lighting, Sound, Multimedia, Automation and Special/Visual Effects installation plans, documentation and paperwork to the theatre in a timely fashion.
- Collaborate with the *Technical Manager – Lighting & Sound* and *Senior Production Technician* to ensure timely setup of Lighting, Sound, Multimedia, Automation and Special/Visual Effects equipment for rehearsal rooms.
- Read daily reports from each production and implement any requests relevant to the department, and/or communicate with show personnel regarding requests in a timely manner.
- Participate in programming show control equipment for MTC productions and events as required.
- Participate in production meetings, design presentation & review meetings as required.
- Confidently in program and operate show control equipment.
- Operate effects systems when required.
- Undertake routine maintenance and problem solving of all Lighting, Sound, Multimedia, Automation and Special/Visual Effects equipment.

2. Documentation and Drafting

- Collaborate with the *Technical Manager – Lighting & Sound* and *Senior Production Technician* to create and modify plans and documentation as required for each production, checking for accuracy prior to their distribution.
- Provide information to other departments and venues in a timely fashion.
- Collaborate with the *Technical Manager – Lighting & Sound* and *Senior Production Technician* to prepare Risk Assessments, Safe Work Procedures and operation and maintenance manuals as required.

3. Bump in/out

- Participate in production meetings and briefing sessions with venue staff and bump-in crew as required.
- Install Lighting, Sound, Multimedia, Automation and Special/Visual Effects equipment in the theatre for MTC productions and events.
- Fault find and repair equipment when required.
- Ensure all equipment is correctly installed to minimise risk of damage to equipment or injury to others.
- Install and maintain “practicals” and stage communications equipment.
- During bump-in activities, ensure the *Technical Manager – Lighting & Sound* is kept informed of progress status and priorities of equipment installation.

4. Budgets and Resource Allocation

- Collaborate with the *Technical Manager – Lighting & Sound* to ascertain estimated costs of Lighting, Sound, Multimedia, Automation and Special/Visual Effects equipment requirements whether items are purchased, hired or manufactured.
- Make timely recommendations to the *Technical Manager – Lighting & Sound* to order and purchase tools, equipment and materials. Assist with maintaining consumable stock levels and keeping within allocated budget.
- Ensure any changes or issues that have budgetary impact are relayed promptly (and with recommendations) to the *Technical Manager – Lighting & Sound* for approval and/or authorisation.

5. Environment Health and Safety

- Collaborate with the *Technical Manager – Lighting & Sound* and *Senior Production Technician* to evaluate the engineering and EHS issues arising from the designs and potential risks during the manufacture period, bump-in/out and in season of the show.
- Participate in Risk Assessment discussions and implement control measures.
- Test and Tag MTC Electrical Equipment in accordance with AS/NZS 3760 when required.

6. Asset Management, Storage, Maintenance

- Assist the *Technical Manager – Lighting & Sound* and *Senior Production Technician* with management of Lighting, Sound, Multimedia, Automation and Special/Visual Effects equipment and other related inventory within Hardcat Asset Management Program.
- Assist the *Technical Manager – Lighting & Sound* and *Senior Production Technician* with the implementation of Equipment and Facilities Maintenance Plans.
- Make recommendations to the *Technical Manager – Lighting & Sound* on equipment acquisition and budgeting.

- Assist with MTC archival storage of audio and video recordings and any other multimedia content.

7. Touring

- Assist the *Technical Manager – Lighting & Sound* with the assessment of Lighting, Sound, Multimedia, Automation and Special/Visual Effects requirements for productions that may tour.
- Assist the *Technical Manager – Lighting & Sound* with assessment of touring venues when required.
- Assist the *Technical Manager – Lighting & Sound* and the Production Management with preparation of Technical Riders and supporting documentation.
- Assist the *Technical Manager – Lighting & Sound* with preparation of touring Lighting, Sound, Multimedia, Automation and Special/Visual Effects equipment, including arranging venue specific modifications, equipment installation schedules and local crew requirements.
- Prepare Lighting, Sound, Multimedia, Automation and Special/Visual Effects equipment for transport as required.
- As required, tour as PRODUCTION TECHNICIAN to oversee bump-in/outs of touring productions.

8. Other duties

- Make recommendations to the *Technical Manager – Lighting & Sound* on maintenance and development of Production processes and systems.
- Collaborate with the *Technical Manager – Lighting & Sound* to manage Lighting, Sound, Multimedia, Automation and Special/Visual Effects aspects of company special projects such as fund-raising functions.
- Other duties as required by the employer which are within the knowledge, skills and capabilities of the employee, including duties at a lower classification; provided that this does not promote de-skilling.

Skills & Attributes

The position requires someone who has the ability for creative problem solving in regards to the realisation of Lighting, Sound, Multimedia, Automation and Special/Visual Effects elements within a budget; they should be meticulous with detail and have effective people, and communication skills.

The key requirements for this role are:

- The ability to work collaboratively as well as alone.
- Initiative to take on tasks.
- Capacity to negotiate with sensitivity and patience.
- Planning and organisational skills.
- Excellent written and verbal communication skills.
- A relevant trade certificate of equivalent experience together with a relevant Post Trade Certificate or the equivalent skill and competence acquired through a significant period of professional experience in the theatre industry.

- Knowledge and practical experience with Lighting, Sound, Multimedia, Automation and Special/Visual Effects design and installation.
- Licence to Perform High Risk Work RB, LF (Basic Rigging and Forklift) and Test & Tag to AS 3760 LIC.
- Current EWPA permit (VL, SL, BL).
- An understanding of and ability to implement quality control techniques.
- Accountability and responsibility for enabling the achievement of business goals within budgetary guidelines.
- Excellent time management skills.
- Demonstrated capacity to meet deadlines and allocate work.
- The ability to cope with the demands of a high pressured position where time and resources are limited and artistic expectations are high.
- Advanced computer skills both in hardware and software configurations with the proven ability to operate required computer programs including: Excel, Word, Qlab, Show cue system, ETC Ion & Eos Lighting Board, AutoCAD, Photoshop, Video Editing, Lighting software eg. WYSIWYG, Vector Works. Coding skills would be advantageous.
- Extensive knowledge of theatre practices, theatre terminology, theatre etiquette and theatre craft is essential.
- A high level understanding of EHS issues, policies, legislation and Australian Standards.
- Knowledge of Australian standards applicable to rigging, working at heights and other work practices, as well as an understanding of required safety and working light levels onstage and backstage.
- Knowledge of electrical current voltage relationship and the dangers of 'low' voltages.
- Ability to inspect products and/or materials for conformity with established operational standards.

Environmental Health & Safety

All MTC staff are responsible for the following safe work procedures and instructions:

- All employees are to comply with the EHS manual.
- Adopt work practices that support EHS programs.
- Take reasonable care for the safety of one's own health and safety and that of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to supervisor.
- Must not wilfully place at risk the health or safety of any person in the workplace.
- Participate in meetings, training and other environment, health and safety activities.
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.
- Wear personal protective equipment as provided.
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse.

- Must cooperate with MTC management in relation to actions taken by MTC to comply with Occupational Health and Safety and Environmental legislation.

Conditions

MTC is smoke-free, family friendly employer and a dog friendly workplace.

The position is covered by the *Melbourne Theatre Company Production and Theatre Services Employees Agreement 2015-2017* set at Level 5, and other Melbourne Theatre Company Policies and Procedures as they apply.

The position is offered on a full-time and ongoing basis. Ordinary hours of work are 37.5 per week, Monday to Saturday. Overtime is payable under the Agreement and the use of flexitime is encouraged to balance work and personal needs.

The PRODUCTION TECHNICIAN will be required to work flexible and often long hours, particularly during the course of Production Week.

Conditions include four weeks annual leave per annum, 10% superannuation and complimentary theatre tickets.

Access and Inclusion

MTC is an Equal Opportunity Employer committed to providing a safe working environment. We embrace and value diversity and inclusion in the workplace. Diversity includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Company.

MTC encourages applications from Aboriginal and Torres Strait Islander people, people with diverse cultural backgrounds and people with disabilities. It is our policy to consider reasonable adjustments for qualified applicants with disabilities.

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