
LAWLER AND EVENTS TECHNICAL SUPERVISOR

**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 NEON NEXT 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.

**Summary of
Purpose**

Based at the Southbank Theatre, the Lawler and Events Technical Supervisor will mainly be responsible for the technical needs of the Lawler Studio and event spaces.

Responsibilities

Responsibilities include, but are not limited to:

- Supervise technical elements of the Lawler Studio and events at Southbank Theatre;
- Source, engage and roster technical staff for the Lawler Studio and events at Southbank Theatre.

- Program, operate and maintain technical equipment for the Lawler Studio.
- Train technical staff on equipment and plant used within the Lawler Studio.
- Provide supervision to casual stage, lighting and sound staff as required for productions and events in the Lawler;
- Assist in pre and post show activities for each performance as required by Stage Management.
- Be trained on Sumner Theatre technologies including lighting operation, sound operation and power flying system so that this position can cover for Sumner staff absences;
- If the Lawler is dark, work with the MTC production department on the build of shows and/or work in the Sumner or Arts Centre as part of the crew on a MTC production;

With the Production Services Manager:

- Liaise with the Production Services Manager as well as internal and external stakeholders for incoming productions and disseminate information to relevant Production departments.
- Establish and maintain technical protocols for the Lawler Studio and event spaces;
- Establish and maintain technical protocols and information for hirers across the Studio & event spaces;
- Assist in writing up any specific EHS documentation for the Lawler Studio and event spaces;

Skills & Attributes

- Holds a trade certificate in a relevant discipline and is able to exercise the skill and knowledge of that trade or has acquired the equivalent experience from on-the-job training in relevant theatrical discipline/s;
- Understands and applies safe work procedures coupled with knowledge in the correct use of electrical hand and workshop tools;
- Understands and applies relevant quality control techniques;
- Is able to inspect products and/or materials for conformity with established operational standards;
- Demonstrated capacity to be highly organised, determine workloads, meet priorities, work under pressure in a multi task environment and complete tasks within a specified time frame;
- Exercises good interpersonal and communication skills;
- Knowledge of basic word processing, database and email systems;
- Extensive experience in event production and a working knowledge of all aspects of production disciplines;
- Possesses a strong customer service acumen;
- Experience in improving work practices to achieve efficient event delivery, including the fault finding, maintenance and replacement of technical equipment;
- An advanced understanding of theatre terminology, etiquette and theatre craft;
- Knowledge of Australian standards applicable to rigging, working at heights and other work practices;
- Dogging Licence - Essential
- Driver's Licence - Essential
- Elevated Work Platform Licence - Essential
- Forklift Licence - Desirable

- Working at Heights training – Desirable
 - AutoCAD drafting ability - Desirable
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Key Relationships

The Lawler and Events Technical Supervisor is part of the Southbank Theatre Production Department and reports directly to the Production Services Manager.

The incumbent is required to build and maintain effective working relationships across the MTC and externally, in particular with:

Internal Relationships

- Theatre Operations Director
- Building Services Manager
- House Services Manager
- House Supervisors
- BOH Supervisors
- MTC Production Department
- MTC Events Manager
- MTC Development and Sponsorship Departments

External Relationships

- Incoming Hirer representatives
 - Suppliers
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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 his/her 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.

All managers/department heads must:

- Be responsible for the day-to-day management of EHS issues
- Ensure adequate consultation with MTC staff and contractors regarding EHS
- Implement MTC's EHS policies and procedures, and the annual EHS scheduled requirements
- Follow all agreed procedures in consultation with staff
- Ensure that all new staff or contractors receive induction EHS training prior to commencing any new work practices or using new equipment
- Participate in regular workplace inspections and ensure that required changes are implemented within the required timeframe
- Maintain appropriate records as required under the University of Melbourne's Safety Mapping program
- Investigate all reported incidents and develop plans to prevent a similar occurrence
- Participate in safety meetings (where applicable) and other safety programs
- Apply appropriate return to work and injury management within their section

Conditions

MTC is an equal opportunity, 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*, and Company policies as developed from time to time.

The position is offered on a full time 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 role is required to work flexible and often long hours, particularly during the course of Production Week.

Conditions include four weeks annual leave per annum, 17.5% annual leave loading 10% superannuation and complimentary theatre tickets.

Version Control

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