

Reports to:	Venue Technical Supervisor	PD Classification:	Supervisor
Team:	Operations	Status:	
Salary:		Effective Dates:	
Position Holder Signature:		Signature Date:	
Manager Signature:		Signature Date:	

Role Purpose

The Venue Technical Supervisor is responsible in assisting with the delivery of events and associated production requirements of Bell Shakespeare's Sydney premises which include the Company's rehearsal and performance studios, production workshops, shared public spaces and administrative headquarters, located at Pier 2/3 Walsh Bay.

The role will actively support and assist in the development of the Company Venue Hire program. The role holder will work across all departments and with external clients and hirers to meet the needs of the Company.

The Venue Technical Supervisor is responsible for assisting the planning and maintaining a safe WH&S environment to ensure that the Company's facilities and operations are fully compliant.

Intent of Position Description

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by staff in this role. Staff members may be requested to perform job-related tasks other than those specifically presented in this description. Role descriptions may also be modified from time to time to reflect usual growth and change of a role.

Significant Working Relationships

Direct Reports (by position title):

- Casual staff

Other Key Relationships (internal):

- Head of Production (HOP), Production Manager, Technical Manager, Venue and Operations Manager, Corporate and Venue Sales Executive
- Chief Operating Officer (COO)
- Departmental staff within the organisation as relevant to the delivery of specific projects and Company activity.

Key Result Areas

Key Result Area:	1. Pier 2/3 Venue Management
<i>Key Tasks</i>	
<ul style="list-style-type: none"> • Establish and maintain venue and premises protocols in conjunction with HOP and Operations Manager • In conjunction with the Venue and Operations Manager <ul style="list-style-type: none"> ○ Maintain a venue maintenance plan, and ○ Maintain accurate records of all venue equipment. • Maintain up to date venue technical specifications for the venues, including CAD drawings, in conjunction with the Technical Manager and Venue and Operations Manager. • Supervise and provide training/induction for any casual or Seasonal technical staff as required. • Where necessary, support the Venue and Operations Manager or act as the Company's representative at appropriate committees in relation to the Company's premises and assist in overseeing the Company's compliance and regulatory requirements with respect to health, safety and occupation of the building. • In conjunction with the Technical Manager, manage annual electrical test and tag and assist as required with end of year technical equipment maintenance. • With the Venue and Operations Manager assist the Technical Manager with the integration of a new asset management system, and tracking of all company equipment. 	
Key Result Area:	2. Operational
<i>Key Tasks</i>	
<ul style="list-style-type: none"> • Assist the Venue and Operations Manager to maintain the Building requirements, but not limited to: <ul style="list-style-type: none"> ○ ▶ Capital Expenditure and strategic equipment purchases ○ ▶ Subcontractors ○ ▶ Maintenance of Plant Equipment ○ ▶ Building maintenance requests and work with Create NSW and Colliers ○ ▶ Stock and resupply of consumable items in line with the company's commitment to reducing our environmental impact. ○ ▶ Management of Artifax and co-ordination with other Tenants of company activity. ○ ▶ Company's storage requirements, including archives, costumes and sets. ○ ▶ Training of Core and casual staff <ul style="list-style-type: none"> ▪ First Aiders ▪ Fire Warden ○ ▶ The building HVAC (Air Conditioning) scheduling and controls. • Maintenance of IT Equipment and systems alongside the Venue and Operations manager and the HOP. • Management of the company's production van but not limited to: <ul style="list-style-type: none"> ○ Registration ○ Services ○ Insurance • Manage swipe cards and access to all company properties for all core Staff and seasonals access. 	

Key Result Area:	3. Events Supervisor
<p><i>Key Tasks</i></p> <ul style="list-style-type: none"> • Assist the Corporate and Venue Sales Executive in the management of the hire of rehearsal/performance spaces for external and internal use and liaise with the Head of Production to engage casual technical staff to facilitate these needs. • Act in a lead role to relay all Venue Hires to the Operations team. • When required carry out CAD Drawing regarding hires to ensure external hires and show layouts are compliant to building codes. • Manage relationships with Pier 2/3 co-tenants to ensure all tenants activity operates smoothly and efficiently and the needs of the Company are met. • Carry out technical duties including rigging, lighting, audio, digital and associated paperwork • Collate technical requirements for internal and external venue hires. • Act as venue/safety technician and/or Chief Fire Warden for events and external hires as required. This may require the need to work evening and/or weekends. • Work across the Company to maximize revenue opportunities through the activation of hireable spaces. • Report to the Venue and Operations Manager for upcoming events, meet weekly with the Corporate and Venue Sales Executive. • Manage the booking of all casual crew for company activity including but not limited to; events, production bump ins/outs and maintenance work. • Manage all casual crew time sheets and provide written approval to the Head of Production of such time sheets for processing in weekly payroll. • Keep event and show budgets up to date with total costing of crew. • Assist the Corporate and Events Venue Sales Executive, and other members of staff from time to time, with budgeting of crew for external and internal events. 	

Key Result Area:	4. WH&S
<p><i>Key Tasks</i></p> <ul style="list-style-type: none"> • Assist to ensure that the Company's WH&S policies are updated and reviewed biennially in accordance with the relevant legislation. Ensure WH&S compliance in accordance with the Company's current and future facilities. • With the Operations Manager plan and incorporate new WH&S policies for Pier 2/3 and necessary requirements to run a venue including running a set workshop and costume workroom and Events. • Assist the Venue and Operations Manager to plan and maintain a safe and WH&S compliant work environment in line with relevant policies and guidelines and specific to the production environment. 	

Performance Criteria

- High level of stakeholder satisfaction and engagement
- Appropriate statutory compliance including WH&S, regulatory and legislative commitments
- Enable clear and open interdepartmental communication to enable operational and technical Company requirements to be realised at a high standard
- Understanding of Microsoft SharePoint and the Office 365 platforms.
- Understanding building management systems.

- Enable clear and open interdepartmental communication to enable projects and organisational planning and activations.

Authority / Discretionary Limits

- Technical & operational expenditure within allocated budgets, as directed by the HOP
- Authority to operate a company credit or debit card.
- Authority to use and allocate use of the company vehicle.

Position Attributes

- Minimum of three years industry experience in mid to large scale live theatre production.
- Minimum of 3 years industry experience managing a small to medium venue/creative premises.
- Tertiary qualifications in arts, arts management or theatre technical/production fields is desirable
- A solid knowledge of Workplace Health and Safety requirements and ability to produce WH&S documentation including WH&S Policies, Risk Assessments and Safe Work Method Statements.
- Experience in building & facilities management
- High level computer skills with a good knowledge of relevant software packages such as Microsoft Office, Vectorworks, macOS, Artifax
- Current Driver's Licence
- Current First Aid certificate
- Knowledge of consoles not limited to the following; Lighting (ETC), digital audio (Yamaha), vision systems (Blackmagic, QLAB)
- Excellent problem-solving skills
- Excellent research, analytical and communication skills
- Ability to work well within team environments and to work autonomously
- Flexible attitude to duties, responsibilities and working hours