

Reports to:	Venue & Technical Supervisor	PD Classification:	Supervisor
Team:	Operations	Status:	Full Time

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.

Under the guidance of the Technical Manager the Venue & Technical Supervisor will perform a Head of Department role on one of the Company's Mainstage Production this may include the role of Head Electrician, Head Mechanist or Head of Audio and Digital depending on their skill set. The Venue & Technical Supervisor may be required to tour with these productions as part of their role as Head of a Department

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 Technical Venue Delivery
Key Tasks	
<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 delegated, liaise with external production staff working for hirers of the Company's Pier 2/3 venues, ensuring hirer requirements are understood and met and building a reputation for our Pier 2/3 venues of excellent service delivery. Ensure good relationships with other producing companies, especially those who are tenants of the Walsh Bay arts precinct, to encourage the friendly sharing of information and resources. 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. Present a positive and professional image of the company to all visitors to Pier 2/3. 	
Key Result Area:	2. Event Supervisor
Key Tasks	
<ul style="list-style-type: none"> Work as Supervising Venue Technician on a significant number of company and commercial events at Pier 2/3 throughout the year, including after hours and/or weekends, ensuring the smooth running of each event and the satisfaction of venue hirers and company staff, especially with respect to the technical aspects of each event. 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. Collate technical requirements for internal and external venue hires. 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. Work alongside internal departments 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. 	

<ul style="list-style-type: none"> As required act as HOD at least one show per year. 	
Key Result Area:	3. Operational
Key Tasks <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"> 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 Service and upkeep Manage swipe cards and access to all company properties for all core Staff and seasonals access. 	

Key Result Area:	4. Technical Delivery for Mainstage Performance Program
Key Tasks <ul style="list-style-type: none"> Assist with initial rehearsals, bump-ins and bump-outs, focus and plot sessions, technical rehearsals, dress rehearsals, previews, and peripheral events of the Company's mainstage season as required. Where required, assist the Technical Manager and/or Head of Lighting in the manufacture of set electrics. Where required, assist with the specification, sourcing, and manufacture of other show-specific technical systems. Set up technical systems as required for rehearsals at Pier 2/3 and, where appropriate, instruct stage management and creative staff in their use. As required, assist in preparing and editing technical plans and other documents for the Company's mainstage shows, including documentation and video to facilitate the remounting of shows. Support strong partnerships and lines of communication with creatives working on company productions to enable the delivery of design elements. Support the delivery of best-practice technical work to ensure the satisfaction of all stakeholders. Apply WH&S policies and procedures in relation to the mainstage performance program. 	

Key Result Area:	5. WH&S
Key Tasks	

- 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.
- Support or directly deliver the technical aspects of high-quality company events at Pier 2/3.
- Support hirers of the Company's Pier 2/3 venues in the successful delivery of their events, especially with respect to the technical elements of those events.
- 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 your manager
- Direction of casual technical staff
- Authority to operate a company credit or debit card.
- Authority to use and allocate use of the company vehicle.

Position Attributes

- Minimum of 3 years industry experience in mid to large scale live theatre production.
- Tertiary qualifications in theatre technical/production fields
- 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.
- High level computer skills with a good knowledge of relevant software packages such as Microsoft Office, Vectorworks, macOS, Artifex
- Current Driver's Licence
- Practical experience with a range of technical systems for live performance
- Knowledge of consoles not limited to the following; lighting (ETC), digital audio (Yamaha), vision systems (Blackmagic, QLAB, Roland)
- 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

Desirable Attributes

- Minimum of 3 years industry experience managing a small to medium venue/creative premises.
- Experience in building & facilities management

- Tertiary qualifications in arts, arts management is desirable
- Current First Aid certificate