

**DEPARTMENT OF EDUCATION AND TRAINING WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act	Salaries/Agreement/Award Public Service Award 1992 Public Service General Agreement 2002	Effective Date of Document 7 April 2005
Group:	Schools Teaching and Learning	<ul style="list-style-type: none"> • Permanent item Yes • Temporary item
Directorate:	Fremantle/Peel Education District	
Branch:		
Section:	John Curtin College of the Arts	

THIS POSITION			
Title:	Theatre Head Technician		
Classification:	Level 3		
Position No:	00023504		
Role Statement :			
<p>The Theatre Head Technician is responsible for managing all lighting, sound, audio-visual, staging and other equipment in the Curtin Theatre at John Curtin College of the Arts and the Ellen Street Theatre ("the Theatres"). This includes supervising the operation, hire or loan and storage of the equipment, maintaining the equipment and training casual staff, teaching staff and students in the use of the equipment.</p>			
Positions under <u>direct</u> responsibility			
Title:	Classification:	Position No:	Number of FTE's Controlled:

REPORTING RELATIONSHIPS	
TITLE	Bursar
LEVEL	6
POSITION NUMBER	00015654
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TITLE	Theatre Manager
LEVEL	5
POSITION NUMBER	00023503
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This position:	

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Theatre Head Technician	Level 3	00023504	7 April 2005

CONTEXT AND SCOPE

The Department of Education and Training is Western Australia's largest employer with approximately 35,000 staff in nearly 900 worksites across the state. The Department's annual budget is in excess of \$2.8 billion.

The major objectives of the Department are to:

- achieve excellence in the public school system and provide access for all Western Australian students to a quality education irrespective of their background or geographical location
- maximise training and employment opportunities for all Western Australians regardless of their circumstances or where they live.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all government schools and publicly funded training providers maintain excellence in the quality of education and training, and the teaching and learning environments
- ensuring all publicly funded employment services maintain excellence in the quality of services.

The principles underpinning the Department's objectives for the public school, training and employment systems in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department of Education and Training aims to ensure that all students within its schools and colleges develop the understanding, skills and attitudes relevant to their individual needs, thereby enabling them to fulfil their potential and contribute to the development of our society. It is committed to providing all Western Australian students with access to a quality education through a range of educational settings.

John Curtin College of the Arts provides a quality general education delivered both in and through the arts. The value of the arts for their own sakes will be accepted as well as their ability to enhance understanding in the other seven learning areas.

The College will provide clear outcomes for students through offering arts-infused cross-curriculum learning as well as specialised programs in the Arts. It will provide opportunities for arts learning for primary students as well as post-school options in association with the universities and TAFE. The College provides innovative specialist learning programs for students identified as gifted and talented across all learning areas.

It is intended that the College will form close relationships with the community and the corporate sector. This will extend to seeking corporate sponsorship of College programs and other activities.

The Curtin Theatre was officially opened in June 2004. A 480-seat multi-function theatre, it caters to the teaching and performance needs of the College, as well as provides a community theatre for outside hirers.

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ROLE

The Theatre Head Technician is responsible for managing all lighting, sound, audio-visual, staging and other equipment in the Curtin Theatre at John Curtin College of the Arts and the Ellen Street Theatre ("the Theatres").

In the area of equipment management, the Head Technician will supervise the operation of all technical equipment within the Theatres and institute safety procedures for the use of the equipment. The position will supervise the hire or loan of equipment to other departments within the College or to outside users and will undertake stocktakes of all equipment, staging and technical consumables. The position will maintain all equipment within the theatre buildings and certify satisfactory completion of repairs. The position will manage the storage of all staging and properties and supervise and/or undertake the construction, installation and removal of all stage settings, lighting, sound and audio-visual equipment for theatre productions.

In collaboration with the Theatre Manager, the Theatre Head Technician will engage and conduct in-house training of theatre-based casual technical staff as required. The position will provide in-house training, consultancy and advice to teaching staff and students on the use of theatre equipment and design.

The Theatre Head Technician will assist the Theatre Manager in the creation of budgets for equipment maintenance and replacement, consumables and theatre productions.

OUTCOMES

1. Technical and operational equipment in the Theatres is effectively managed and maintained to enable the College to fully utilise the equipment and to attract hirers from the community.
2. Equipment is operated, moved and stored in a safe manner and by suitably trained personnel.
3. Appropriate training and support is provided to teaching staff, students and casual technical staff on the use of technical theatre equipment.
4. Assistance is provided in the preparation and monitoring of the Theatre budgets.
5. Adequate stocks of appropriate consumables are maintained.

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The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

SELECTION CRITERIA

Essential

1. Demonstrated proficiency in the use of theatre technical equipment.
2. A broad-based knowledge of theatre operations.
3. Proficient interpersonal, written and oral communication skills.
4. Demonstrated high-level organisational ability.
5. Demonstrated ability to work independently and as part of a team.

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COMMENTS

CERTIFICATION

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

BRANCH/DIVISION HEAD

DIRECTOR-GENERAL

SIGNATURE _____

SIGNATURE _____

DATE _____

DATE _____