

## Technical Theatre Officer (Arts)

John Curtin College of the Arts

<b>Position number</b>	00039608
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 2
<b>Reports to</b>	Theatre Manager (Level 5)
<b>Direct reports</b>	Nil

### Context

As Western Australia's only fully selective arts Independent Public School, John Curtin College of the Arts caters for Years 8 to 12 students, offering Gifted and Talented programs in, Dance (Ballet and Contemporary), Drama, Media Arts, Music, Music Theatre, Visual Arts and also a specialist Soccer Excellence Program. In addition, the College is a Registered Training Organisation that provides accredited certificate courses in arts- related industries.

The College is committed to developing creativity, innovation and imagination in every student through the pursuit of excellence in all areas of the formal and informal curriculum with a special emphasis on the Arts.

The College provides tailored courses and support structures so that students may achieve to the best of their ability according to their needs and aspirations and develop skills and values that will equip them for a successful future. The College motto *Learning for Life* highlights the continuous and cumulative nature of education throughout our lives.

Further information about John Curtin College of the Arts is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- assist the Theatre Manager, Theatre Head Technician and other theatre staff in the preparation of the theatres for events and theatre performances
- prepares specialised equipment and materials and provides operational advice for Arts workshops/classes/productions and other college events
- maintains, evaluates and assesses technical equipment/resources, carries out repairs and maintenance on arts equipment/resources and arranges off-site and on-site repairs

- maintains appropriate documentation for all equipment, machinery and materials in accordance with occupational safety and health requirements
- provides advice on correct and safe use, storage and disposal of equipment, any related chemicals and waste in accordance with occupational safety and health requirements
- works with set budgets, monitors expenditure and provides advice as required
- assists with the ordering of supplies and equipment, liaises with suitable suppliers, negotiates prices and obtains quotes and ensures adequate supplies are maintained
- assists with stock management tasks including the coordination of stocktake activities and resource registers
- works collaboratively as part of a production team to assist in the operation of college and community events including assemblies, performances, exhibitions, screenings and promotional events.

### **Selection criteria**

1. Demonstrated knowledge, skills and experience in the operation of technical/industrial equipment within an Arts workshop/class or similar environment including lighting, sound and vision.
2. Demonstrated knowledge and understanding of the Western Australian Occupational Safety and Health Act 1984 and its coverage in industrial environments.
3. Demonstrated good communication (both oral and written) and interpersonal skills, including the ability to deal effectively with individuals at all levels.
4. Demonstrated effective time management, planning and organisational skills.

### **Eligibility and training requirements**

Employees will be required to:

- hold a Certificate III in Occupational Health and Safety or approved equivalent qualification or experience.
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            27 May 2019  
Reference    D19/0219671