

Theatre Technician

Broome Senior High School

Position number	00040339
Agreement	Department of Education (School Support Officers) CSA General Agreement 2019 (or as replaced)
Classification	Level 3
Reports to	Head of Department – The Arts (Administrator Level 3)
Direct reports	Nil

Context

Broome Senior High School is a high performing school with a diverse student population and offers a wide range of courses for students from Years 7 to 12. It is now one of the premier schools in the state and prides itself on giving students the opportunity to excel with a collaborative, collegiate staff culture.

The school 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 in Dance, Drama, Media Arts, Music and Visual Arts.

The school 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.

Further information about Broome Senior High School is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Manage all lighting, sound, audio-visual, staging and other equipment in the Performing Arts Centre at Broome Senior High School.
- Supervise the operation of all technical equipment within the Performing Arts Centre and establish safety procedures for use of the equipment.
- Coordinate and manage the hire or loan of equipment to other departments within the school or to outside users.
- Maintain all equipment within the Performing Arts Centre and certifies satisfactory completion of repairs.

- Supervise and/or undertake the construction, installation, removal and storage of all stage settings, lighting, sound and audio-visual equipment for school productions.
- Work collaboratively as part of a production team to assist in the operation of school and community events, including assemblies, performances, exhibitions, screenings and promotional events.
- Undertake stocktake of all equipment, staging and technical consumables.
- In collaboration with the Head of Department – The Arts, the Theatre Head Technician will engage and conduct in-house training of theatre-based casual technical staff as required.
- Provide training, consultancy and advice to teaching staff and students on the use of theatre equipment and design.
- Assist the Head of Department – The Arts in the creation of budgets for equipment maintenance and replacement, consumables and theatre productions.

Selection criteria

1. Demonstrated knowledge and experience in the maintenance and use of theatre technical equipment.
2. Demonstrated broad-based knowledge of theatre operations.
3. Demonstrated highly developed written and oral communication and interpersonal skills with the ability to effectively liaise with individuals at all levels.
4. Demonstrated high-level organisational, conceptual and analytical skills with the ability to provide innovative thinking in problem solving.
5. Demonstrated ability to work independently and as part of a team.

Eligibility and training requirements

Employees will be required to:

- 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 31 March 2020
Reference D20/0172571