



ARTS AND CULTURE TRUST

JOB DESCRIPTION FORM

POSITION DETAILS

Position Title:	Lighting Supervisor
Position Number	14995
Classification Level	Level 6
Award/Agreement	Perth Theatre Venue Management MEAA Agreement 2019, or any other prevailing industrial instruments
Division	Venue Operations
Branch/Section	Technical Services
Physical Location	Art Culture and Trust Metropolitan Venues
Effective Date	1/07/2022
Employment Type	Fixed-Term
Employment Status	Full time

REPORTING RELATIONSHIPS

POSITION REPORTS TO

Head of Lighting – Level 8	14954	Level 8
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POSITIONS REPORTING TO THIS POSITION

Senior Lighting Technicians

Casual Lighting Team

PURPOSE OF THE POSITION

The Lighting Supervisor is responsible for the daily operation and supervision of the lighting teams within the venues which they are assigned. The Lighting Supervisor role ensures the timely installation, operation, maintenance and removal of production lighting and electrical systems.

DUTIES OF THE POSITION

This section outlines the essential results and outcomes required of an individual in this position.

1. Manage and lead a team of technical specialists in the installation, programming, operation, maintenance, and removal of the lighting across the season of a production.
2. Contribute to the creation and maintenance of show related paperwork and plans.
3. Assist with the creation and maintenance of staff rosters in accordance with production schedules and other business requirements.
4. In collaboration with the Head of Lighting, provide training and mentorship to other technicians.
5. Maintain and repair technical equipment.
6. Maintain and report on consumable items.
7. Engage with and contribute to OHS paperwork and safety culture.
8. Other duties, as required that fall within the parameters of the position.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

1. Complies with the Code of Conduct, policies and procedures and relevant appropriate legislation; and
2. Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

ESSENTIAL

1. **Role Specific**
 - Advanced knowledge of lighting technologies.
 - Demonstrated significant experience planning and implementing end to end theatrical lighting operations.
2. **Shapes and Manages Strategy**
 - Ability to work independently and implement solutions to challenging issues as they arise.

3. **Achieves Results**

- Demonstrated ability to deliver production and maintenance requirements with tight deadlines while resolving challenging situations as they arise both internally and externally.

4. **Builds Productive Relationships**

- Ability to lead a team of technical specialists to achieve its objectives whilst managing a safe working environment.
- Ability to maintain strong relationships with key stakeholders.

5. **Exemplifies Personal Integrity and Self-awareness**

- Ability to understand and operate within the mission, vision and values of the Department.

6. **Communicates and Influences Effectively**

- Good communication and interpersonal skills, with demonstrated ability to work in a team and delegate appropriately.

DESIRABLE

1. Qualifications or certificate relevant to working in a theatrical lighting, or a technical theatre role.
2. Strong working knowledge and programming of ETC EOS family lighting consoles.
3. Experience with Vectorworks or AutoCAD.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

SPECIAL CONDITIONS

- ACT venues are a seven (7) day a week operating environment and there are requirements to work weekends and after normal business hours.
- Construction Industry Safety Awareness Training Certification (Blue/White Card)
- Senior First Aid Certificate

APPOINTMENT IS SUBJECT TO

- 100 Point identification check
- Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement (within the last 6 months);

TRAINING

- Complete induction within three months of commencement.
- Complete Accountable and Ethical Decision Making Training within 6 months.
- Complete any training specific to the role required by Departmental policy.

CERTIFICATION

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

Corporate Executive Representative Signature

Date

Click or tap to enter a date.

I have read and accept the responsibilities of the Job Description Form. The position's duties are to be performed in accordance with the Department's Code of Conduct.

Employee Signature

Date

Click or tap to enter a date.

ABOUT THE ARTS AND CULTURE TRUST

The Arts and Culture Trust (ACT) was established on 1 July 2022 when the Arts and Culture Trust Act 2021 was proclaimed, replacing the Perth Theatre Trust (PTT).

The ACT will continue to manage the theatres formerly managed by PTT:

- His Majesty's Theatre
- Subiaco Arts Centre
- The State Theatre Centre of Western Australia
- The Albany Entertainment Centre

The new authority will oversee all types of art and cultural assets other than just theatres, and apply a State-wide lens to engagement, business activities and presentation of productions for the arts and the community.

ORGANISATION	MISSION	VISION	VALUES
Arts and Culture Trust	To offer wide-ranging arts experiences in well-managed venues	To have vibrant, full theatres	Creativity Respect Service