



ARTS AND CULTURE TRUST

JOB DESCRIPTION FORM

POSITION DETAILS

Position Title	Lighting Supervisor
Position Number	14995
Classification Level	Level 6
Award/Agreement	<i>Perth Theatre Trust Venue Management MEAA Agreement 2019, or any other prevailing industrial instruments</i>
Division	Venue Operations
Branch/Section	Technical Services
Physical Location	Arts and Culture Trust Venues
Effective Date	5/04/2021
Employment Type	Fixed-Term
Employment Status	Full time

REPORTING RELATIONSHIPS

POSITION REPORTS TO

Head of Lighting	14954	Level 8
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POSITIONS REPORTING TO THIS POSITION

Senior Lighting Technicians	15004,15005	Level 5
Casual Lighting Team	Number	Level

PURPOSE OF THE POSITION

The Lighting Supervisor is responsible for the daily operation and supervision of the lighting teams within the venues which they 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 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. Other skills, experience and knowledge desirable in the role

- Qualifications or certificate relevant in a theatrical lighting, or a technical theatre role.
- Strong working knowledge and programming of ETC EOC family lighting consoles.
- 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	Enter text.
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Date	Enter a date.
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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	Enter text.
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Date	Enter a date.
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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 manages the following venues:

His Majesty's Theatre

Subiaco Arts Centre

The State Theatre Centre of Western Australia

The Albany Entertainment Centre

Perth Cultural Centre

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