



Theatre Technician

Ellenbrook Secondary College

Position number	00044721
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Ellenbrook Secondary College is available on [Schools Online](#).

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

Key responsibilities

- Working collaboratively with other teams within the school to assist in the operation of all school and community events, including assemblies, performances, exhibitions, screenings and promotional events and external hirers use of school facilities.
- Manage all lighting, sound, audio-visual, staging and other equipment in the Performing Arts and Exhibition Venues at Ellenbrook Secondary College.
- Supervise the operation of all technical equipment within the Performing Arts and Exhibition Venues and establish safety procedures for use of the equipment.
- Maintain all equipment within the Performing Arts and Exhibition Venues, including stocktake, and certify satisfactory completion of repairs.
- Coordinates community use of school auditoriums and other school venues, including scheduling.
- Supervise and/or undertake the construction, installation, removal and storage of all stage settings, lighting, sound and audio-visual equipment for school productions and events.
- In collaboration with the Head of Learning Area – 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 Learning Area – 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, equipment and maintenance and venue 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. Experience or qualifications in lighting and/or sound.
6. Demonstrated ability to work independently and as part of a team.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 8 May 2024
Reference D24/0327490