

Position Description

Position Title:	Technician
Reports To:	Operations and Technical Lead
Responsible For:	N/A
Group and Team:	Community Spaces and Places – Venues and Events
Children’s Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

Responsible for the co-ordination and operation of identified technical and operational systems within the Venues and Event Services. Assist in meeting and dealing with clients on site, regarding their planning and practical staging requirements for each event. When called on, provide advice or guidance to members of the team under the direction of the Manager.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Specialist Technical Support

- Be able to interpret accurately from the information provided in the venue booking, the requirements of the hirer with regard to flying, lighting, sound, heating and ventilation, meeting room equipment and setup.
- Ensure the settings on the lighting and sound systems and accurately record the actioning of those variations.
- Accurately record and communicate in a timely manner to the appropriate person/s any variations required by either the Council or the facility user, as required.
- Be in attendance during a performance/show or event to provide specialist operational support. Also ensuring that additional specialist operational support is obtained from the pool of Casual Theatre staff when necessary.
- Effectively liaising with contractors, suppliers, show/tour managers and Council staff.
- Be responsible for the operation and day to day maintenance of all Venues and Event Services systems.
- Ensure the stage flying system is maintained and presented as required for each upcoming show.
- Ensure the operation of Theatre heating and ventilation systems, as required.
- Ensure the Building Warrant of Fitness (BWOFF) log book details are completed.
- Ensure there is no inaccurate or delayed communication with respect to any information or variations.
- Ensure all variations to arrangement and settings are completed in a timely manner, accurately and recorded appropriately.

Theatre Pack In/Out's

- Ensure the pack in/pack out operation is supervised to prevent accidents and damage.
- Deliver inductions and ensure all workers onsite comply with the health and safety guidelines.
- Ensure that Venues and Event Services staff deployed in pack in/pack out record their time accurately and work in a safe manner.
- Ensure that no Venues and Event Services equipment is removed without authority and that promoters are notified of any of their property being left behind.
- Open and secure venues at the conclusion of events when required.
- Control all external parking and loading areas of facilities.

Note: *Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.*

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

Current registration as an Electrical Service Technician
First Aid Certificate
Driver's Licence

Desirable:

Tertiary qualification in Audio/Sound/Theatre Operation

Knowledge, Skills and Experience

Essential:

Demonstrated ability to co-operate and communicate with and co-ordinate a wide variety of people
Accuracy in written record keeping
Ability to undertake manual/physical work
Ability to identify how users' requirements can be met within technical and physical constraints
Experience in entertainment events or theatre operations
Experience in the maintenance/operation of lighting, heating and ventilation systems
Experience in the operation of building or other control systems
Has a high level of experience and skills in the areas of audio and lighting
Experience leading teams of full time and casual technicians for various indoor events
The ability to work at heights, a sound understanding of engineering, electrical and electronic practices, and a love of theatre
Self-motivated with good initiative and the ability to think outside the square
Tact and diplomacy

Desirable:

Previous experience as a Theatre Technician

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.