

ROLE DESCRIPTION

ROLE TITLE: THEATRE TECHNICIAN CLASSIFICATION: OPS3 EMPLOYMENT TYPE: FTE 1 TERM 3 Years	TEAM: Art Centres LOCATION: Hopgood Theatre DATE: May 2025
REPORTS TO: Arts Centre Leader	ROLES REPORTING TO THIS ROLE: Casual technical staff
ROLE PURPOSE: Responsible for planning and overseeing the technical operations of the art centre, maintaining the art centre's equipment, infrastructure and facilities, and ensuring an exceptional service experience for all arts centre users.	
KEY RESPONSIBILITIES OF ROLE:	
<ol style="list-style-type: none"> 1. Oversee the production elements of all activities at the Arts Centre and ensure the highest technical standards are maintained. 2. Maintain all technical equipment with a preventative maintenance program. 3. Coordinate and supervise the work of contractors, ensuring compliance to relevant WHS requirements. 4. Contribute to the maintenance of comprehensive management systems and databases such as the electronic maintenance schedule and future ICT solutions. 	<ol style="list-style-type: none"> 5. Undertake scheduled worksite inspections and assist the Arts Centres Leader to identify, report and manage risks. 6. Provide exceptional customer service to all hirers of the Theatre by assessing their technical needs to allocate appropriate resources within available budget to ensure successful outcomes. 7. Assess the technical requirements of all productions and allocate appropriate resources within available budgets to ensure successful outcomes. 8. Provide professional development, advice, support and resources to art centre users and community presenters. 9. Contribute to achieving the Strategic Plan , Reconciliation Action Plan and all other organisational plans.
KEY RELATIONSHIPS: <ul style="list-style-type: none"> Internally: Work closely with the Chief Financial Officer, key staff in Arts Centres, Experiences, Relationships and Sustainability teams, and other arts and Production staff. Externally: Work closely with community and commercial hirers, contractors, touring companies and resident artists and groups. 	
SPECIAL CONDITIONS: <ul style="list-style-type: none"> Occasional out of hours work. Occasional intrastate/interstate travel may be required. Hold a current Australian Driver's License. A valid Department of Human Services Child Related Employment Screening is required. Required to participate in the Country Arts SA Staff Development Review Process and achieve performance targets as negotiated and mutually agreed with the line manager. 	

KEY SELECTION CRITERIA:

- High-level knowledge and experience of technical skills, including sound, lighting, and audio visual equipment.
- High-level skills and experience working with ICT including computer hardware, software, and networks.
- A commitment to providing a quality customer experiences that responds to the needs and demands of customers and stakeholders that enhances the overall customer experience.
- Drive, passion, an entrepreneurial approach, and a willingness to adopt sustainable practices.
- Respectful, courteous and able to work as part of a team, with excellent problem-solving skills and the ability to remain focussed under pressure and deal with conflict.
- Aptitude for maintaining infrastructure and managing capital projects and actively contribute to safe work practices.
- Strong administrative and time management skills.

ESSENTIAL:

- Requires relevant licences including white card, senior first aid, Test and Tag, Dogging, elevated work platform and working at heights.

DESIRABLE:

- Rigging License

YOU DEMONSTRATE OUR VALUES:

Our Values are central to the way we work and are the cornerstones for how we interact with industry, community, business partners, governments and each other:

- We keep regional South Australia at our core **(Place)**
- We generate local and national legacies by embedding artists in regional communities
- **(Impact)**
- We embrace diverse experiences and perspectives, and address the barriers that keep people from getting involved **(Inclusion)**
- We nurture, celebrate and showcase creativity from across regional South Australian
- **(Creativity)**
- We embrace diversity and act with integrity, transparency and generosity **(Respect)**

WORK HEALTH AND SAFETY OBLIGATIONS:

- Maintain a commitment to the Work Health and Safety Act 2014 legislative requirements.
- Proactively promote and follow workplace safety procedures and contribute to creating a safe working environment.
- Accept responsibility for your own and other's safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

CORPORATE RESPONSIBILITIES:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the *Public Sector Act 2009*, Ethical Conduct and the Code of Ethics for *South Australian Public Sector* and their legislative requirements.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. Maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other underrepresented groups.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION:

Holds Big Picture View at Local and Individual Level

- ☒ Sees the big picture and understands how their work contributes to the strategic direction.
- ☒ Understands and supports organisational goals and business objectives.
- ☒ Responds in a positive and flexible manner to change and uncertainty.
- ☒ Identifies, defines and solves problems that may impact on own work objectives.
- ☒ Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes.

Achieves Results

- ☒ Understands individual and team capabilities and makes effective use of own capabilities.
- ☒ Takes into account the associated advantages and disadvantages of a range of options to deliver the best results.
- ☒ Understands how work practices are governed by Public Sector legislation, regulations and policies.
- ☒ Sees work tasks through to completion with agreed timeframes to achieve quality outcomes.
- ☒ Applies specialist expertise of self and others to achieve business outcomes.

Promotes Business Excellence

- ☒ Provides support to implement new innovative initiatives and promotes change.
- ☐ Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment.
- ☒ Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards.
- ☒ Promotes a strong customer service culture by understanding needs.
- ☒ Assists and supports financial monitoring, procurement and contract procedures.

Builds Positive Working Relationships

- ☒ Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns.
- ☒ Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict.
- ☒ Works collaboratively and shares information with own team and seeks input from others.
- ☒ Builds and sustains positive relationships with team members, stakeholders and clients.
- ☒ Confidently communicates messages in a clear and concise manner using appropriate language.

Displays Personal Drive and Professionalism

- ☒ Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour.
- ☒ Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them.
- ☒ Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner.
- ☒ Self-evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others.
- ☒ Committed to self-development.
- ☒ Contributes to a culture that values and respects diversity and models this in all interactions.
- ☒ Ensures standards for the safety and wellbeing of self and others are maintained.