

BELVOIR



Technical Manager Information Pack

July 2019



The Cast of *Counting and Cracking* Photo: Brett Boardman.

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COMPANY B LIMITED
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Overview

- Job Profile:** This role is responsible for the safe efficient and timely implementation of all technical aspects of staging productions assigned to them for shows Belvoir produces, presents or supports.
- Hours of work:** 40 hours per week (5 days), From time to time the spread of hours may vary to suit the nature of the work undertaken, including weekend and evening work. The position is salaried and as such no overtime is payable.
- Location:** The role is primarily based on Belvoir Street in Surry Hills at the Warehouse and Theatre. The Technical Manager occasionally is expected to attend the Workshop in Marrickville and other locations as requested. On instruction from the Head of Production may request the Technical Manager to attend tours or transfers in NSW and other states as required.
- Package:** 10% employer contribution to superannuation

20 days annual leave per annum accrued pro rata
10 days personal leave per annum pro rata
Free and reduced tickets to Belvoir shows and other industry events
- Contract:** Ongoing 6-month probation period
- Reporting to:** The Technical manager reports directly to the Head of Production, however is expected from time to time report directly to the Executive Team (Artistic Director, Executive Director, Deputy Executive Director).
- Reports:** The Venue Technician reports to the Technical Manager, in addition to casual technical staff. In order to successfully execute the position the Technical Manager must work closely with the Production Team (Production Manager, Construction Manager, Resident Stage Manager, and Costume Coordinator), Creative Team and other departments in Belvoir.
- Salary:** Commensurate with experience
- Starting:** ASAP
- Application:** Please submit a CV (including the names and daytime contacts of three referees) and cover letter (no more than 2 pages) *addressing the selection criteria*. (Applications not addressing the criteria will not be considered).
- Forward to:** Vyvyan Nickels, Officer Manager reception@belvoir.com.au
- Deadline:** C.O.B Wednesday 24 July



Luke Mullins and Paula Arundell in *Angels in America*, 2013. Photo: Heidrun Löhner

TECHNICAL MANAGER

Primary Purpose

The Technical Manager is a full-time position which works closely with the Head of Production, Production Manager, Construction Manager and Stage Manager. The Technical Manager is responsible for the safe efficient and timely implementation of all technical aspects of Belvoir Theatre's activities and in accordance with the artistic and business objectives of the company.

Job Description

General Duties

- Plan and Manage all aspects of the theatres technical operation within the theatres technical operation budget
- Updating and ordering production consumables, lamp stock, audio supplies, cabling and other items
- Ensure the theaters equipment is properly maintained, in good working order, and regularly tested
- Updating CAD plans and venue technical documentation for internal use and distribution
- Be an active participant in Health and Safety including;
 - Ensure technical operations of the theatre are always safe and comply with current legislation, industry standards and best practice.
 - Plan, document and undertake inductions of technical casual staff, theatre hirers and 25A program participants;
 - Sit on the OH&S committee and engage and contribute to committee meetings; and
 - Maintain and develop, as appropriate, Health & Safety, Risk Assessments and Fire Logs.
- Provide technical support, supervision and guidance to theatre hirers and 25A program
- Support community users in developing their technical capabilities and production standards
- Liaise with Head of Production and House Manager on operational matters including evacuation procedures, building plant equipment and systems
- Undertake general building and facilities maintenance as required
- Provide Head of Production and Executive Team expert advice to assist with costing of future seasons, tours and transfers
- Ensure a constantly high standard of technical support for visiting artists
- Undertaking other duties of a similar level and responsibility as may be required

Production Duties

- Production Planning / Pre-Production
 - Communicate with technical creatives to discuss budgets, venue, parameters document, deadlines and deliverables.
 - Prepare and maintain budgets and costing for Head of Production Technical Creatives
 - Book crew for pre-production, bump in, bump outs and season
 - Coordination of technical resources including;
 - Allocating Belvoir Technical Resources;
 - Negotiating with suppliers;
 - Booking technical equipment including delivery; and
 - Builds of show specific practicals and set integrated technical elements.
 - Prepare, distribute and control technical documentation including plans, lighting and audio patching documents and equipment lists
 - Attend all production meetings and technical meetings as required

- Bump in and production weeks
 - Lead and assist technical staff and contractors
 - Ongoing consultation and support with Director and Technical Creatives
 - Attend technical rehearsals, dress rehearsals, notes sessions and previews up to Opening Night
- During season
 - Provide ongoing technical support to the show crew and production in general
 - Undertake and coordinate with suppliers to complete maintenance tasks through the season to maintain and repair technical equipment
- Post-Production
 - Update all technical documentation to ensure it is accurate and in “as built” detail
 - Report on budget actuals
 - Return hired plant and equipment to suppliers

Selection Criteria

Aptitude

- Proven ability to work as part of a team
- Excellent problem solving skills
- Proven high standard of attention to detail and follow-through
- Proven ability to plan and prioritise an often heavy workload
- Ability to communicate confidently and effectively with all levels of staff and creatives
- An interest in the sensitivities to actors, artists and the creative process

Experience

- Technical Management experience in an arts organization, preferably with some experience managing a venue
- Head of Department (Lighting or Sound) experience
- Experience in staff management and working with a wide range of people

Technical Skills

- Working knowledge of work safety principals
- Knowledge of relevant Theatre Awards, including some knowledge of company and employer statutory obligations
- Demonstrated skill in CAD
- Solid understanding of safe rigging practices with relation to lighting, audio and vision equipment
- Solid Understanding of audio systems and their execution
- Solid understanding of lighting control systems and their execution
- Demonstrated skill in Microsoft Word, Excel and Outlook
- A drivers license is essential

Company Information

When the Nimrod Theatre building was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment and media professional - formed a syndicate to buy the building and save the theatre. Thirty five years later, Belvoir St Theatre continues to be home to one of Australia's most celebrated theatre companies.

Belvoir engages Australia's most prominent and promising playwrights, directors, actors and designers to realise an annual season of work that is dynamic, challenging and visionary. As well as performing at home, Belvoir regularly takes to the road, touring both nationally and internationally.

Both the Upstairs and Downstairs stages at Belvoir St Theatre have nurtured the talents of many renowned Australian artists: actors including Leah Purcell, Cate Blanchett, Jacqui McKenzie, Wayne Blair, Toby Schmitz, Robyn Nevin, Deb Mailman and Richard Roxburgh; writers such as Tommy Murphy, Rita Kalnejais, Lally Katz, Matthew Whittet and Kate Mulvany; directors including Eamon Flack, Anne-Louise Sarks, Simon Stone, Benedict Andrews, Wesley Enoch, Rachael Maza and former Artistic Director Neil Armfield.

Belvoir's position as one of Australia's most innovative and acclaimed theatre companies has been determined by such landmark productions as *The Glass Menagerie*, *Angels in America*, *Brothers Wreck*, *Ivanov*, *Neighbourhood Watch*, *The Wild Duck*, *Medea*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *Hamlet*, *Cloudstreet*, *The Book of Everything*, *Keating!*, *Exit the King*, *The Sapphires* and *Who's Afraid of Virginia Woolf?*

In 2019 Belvoir produced its biggest show ever *Counting and Cracking* at Sydney Town Hall. It was a sell- out season and is also part of the Adelaide Festival.

Belvoir is one of the 28 Major Performing Arts companies and receives both state and federal funding which amounts to around 19% of income. Other income is derived from box office, development and commercial activities. The company is managed by a Board of Directors which is chaired by Sam Meers. The current Artistic and Executive Directors are Eamon Flack and Sue Donnelly.

More information, including annual reports and seasons, can be found at: www.belvoir.com.au



Xavier Samuel and Andrea Demetriades in *The Dog / The Cat*. Photo: Brett Boardman.