

**TECHNICAL COORDINATOR  
Information Pack**

**July 2021**



Vaishnavi Suryaprakash, Jay Emmanuel and the cast, *Counting and Cracking*, 2019 Photo: Brett Boardman.

## Overview

<b>Job Profile:</b>	The Technical Coordinator is a crucial role within the Production department at Belvoir, they will be responsible; under the direction of the Technical Manager for the delivery of all technical aspects of Belvoir productions. Belvoir delivers nine productions each year including various other events, the Technical Coordinator will also have the opportunity to work on three shows for the duration of the season.
<b>Hours of work:</b>	40 hours per week (5 days), Monday to Friday, 9.30-6.00pm. From time to time the spread of hours may vary to suit the nature of the work undertaken, including weekend and evening work.
<b>Package:</b>	10% employer contribution to superannuation 20 days annual leave per annum accrued pro rata 10 days personal leave per annum pro rata Complimentary tickets to Belvoir shows
<b>Contract:</b>	Ongoing 6-month probation period
<b>Salary:</b>	Commensurate with experience
<b>Starting:</b>	ASAP
<b>Application:</b>	Please submit a CV (including the names and daytime contacts of three referees) and cover letter (no more than 2 pages) <i>addressing the selection criteria</i> . (Applications not addressing the criteria will not be considered).  Applicants are encouraged to speak with the Executive Director or Deputy ED prior to making an application.
<b>Forward to:</b>	Vyvyan Nickels, Officer Manager <a href="mailto:reception@belvoir.com.au">reception@belvoir.com.au</a>
<b>Deadline:</b>	C.O.B. Friday 6 <sup>th</sup> August 2021



Kate Mulvany in *Every Brilliant Thing*, 2019. Photo: Brett Boardman

## **TECHNICAL COORDINATOR**

### **Position Description**

The Technical Coordinator is a full-time position reporting to the Technical Manager and Head of Production, and working closely with the Senior Venue Technician, Production Manager and Production Coordinator. Under the direction of the Technical Manager, the Technical Coordinator is responsible for the delivery of all technical aspects of Belvoir productions, and for occasional building maintenance, in accordance with work safety principles and the artistic and business objectives of the company. The normal Belvoir office hours are 40 hours pw based on 9.30am – 6.00pm, Monday to Friday but it is noted that the weekly number of hours of work and the arrangement of working hours will be variable to suit the nature of the work and fulfil the requirements of the position.

### **Duty Statement**

1. Assist with the Bump In and Out of all Belvoir productions.
2. Assist the Technical Manager with general production duties as required and ensure the smooth running of the department.
3. Work with the Technical Manager to implement all lighting sound and video designs.
4. Purchasing and hiring of technical equipment as required for productions and ensure all hired or borrowed equipment is returned at the conclusion of each season.
5. Maintain all technical assets and an up to date equipment and repairs register in collaboration with the Technical Manager including Test and Tag.
6. Supervising events and production including but not limited to internal productions and external hires, events and other projects throughout the year.
7. Assist in the maintenance of our two theatres, rehearsal facilities, on-site workshop areas.
8. Liaise with the Production Manager, Senior Venue Technician and other staff regarding the installation of technical elements during bump ins and provide technical support to all productions and casual staff.
9. Fill in for the Senior Venue Technician on approximately 3 shows per year – this involves time shifting of hours for the duration and assisting with the maintenance and running repairs of set electrics and other technical aspects throughout the process.
10. Attend production meetings and other department meetings as required.
11. Coordinate and ensure the delivery of show paperwork including patch sheets, focus notes etc.
12. Understand and implement safe work practices as required by Belvoir's policies and procedures.
13. Any other duties as required or directed by the Head of Production or Executive management.

### **Selection Criteria**

#### **Essential**

- A qualification in Technical Theatre and 1 to 2 years in a similar role or other experience within the live performance industry.
- A sound knowledge of the production process for live performance and event delivery.
- Extensive knowledge and experience in lighting, sound and video and theatrical lighting products and programs, preferably in an arts or events organisation.
- Experience in theatre bump-ins/bump-outs and understanding of the schedules and procedures
- Experience in creating, amending, interpreting and drawing technical plans.
- Ability to plan and prioritise an often heavy workload and high level of attention to detail and problem-solving skills.
- Experience in working in a changing and dynamic environment and ability to work independently, as well as part of a team.
- Good verbal and written communication skills.
- High level of computer literacy.
- Flexible attitude to working hours and patterns (including evenings and weekends) and able to manage conflicting priorities and last-minute changes.

- Knowledge of Workplace Health and Safety issues and work safety principles, particularly in theatre.
- A Full driver's license
- Demonstrated interest and sensitivity to actors, artists and the creative process.

**Desirable**

- First Aid Certificate.
- Rigging Qualifications (DG, RB, RI, RA)
- Test & Tag and other relevant electrical qualifications.
- Working at Heights training.

## 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 Wayne Blair, Cate Blanchett, Sacha Horler, Deb Mailman, Jacqui McKenzie, Robyn Nevin, Leah Purcell, Pamela Rabe, Richard Roxburgh, Hazem Shammass and Toby Schmitz; writers such as Rita Kalnejais, Lally Katz, Kate Mulvany, Tommy Murphy and Matthew Whittet; directors including Benedict Andrews, Wesley Enoch, Eamon Flack, Rachael Maza, Anne-Louise Sarkis, Simon Stone 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 was also part of the Adelaide Festival. It won seven Helpmann awards including Best Play and Best New Australian Work.

Belvoir is part of the Australia Council's National Performing Arts Partnership Framework and as such is seen as a leader in its field. We receive funding from both the Australia Council and Create NSW which amounts to around 17-18% of income. wOther 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](http://www.belvoir.com.au)



Miranda Daughtry and Helen Thompson in *Things I know to be True*, 2019. Photo: Heidrun Löhr