



**VENUE TECHNICIAN
INFORMATION PACK**

UPDATED DECEMBER 2024



The Curious Incident of the Dog in the Night-Time, 2024. Photo: Brett Boardman

OVERVIEW

Job Profile:	<p>The Venue Technician is a full-time position in Belvoir's production department. The Venue Technician is responsible for delivering and maintaining the technical design for all Belvoir productions. When needed the Venue Technician will be required to operate lighting, sound, or staging equipment for theatre productions at Belvoir Street Theatre.</p> <p>The Venue Technician will work closely with the Technical Manager in maintaining the theatre and its equipment.</p>
Hours:	<p>45 hours per week.</p> <p>The normal Belvoir office hours are 9.30am – 5.30pm, Monday to Friday. However, 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.</p> <p>This role will involve weekend or evening work for which you should refer to the Additional Hours Policy for appropriate allowances and compensation.</p>
Salary:	<p>To be discussed with successful candidate.</p>
Package:	<p>11% Employer contribution to superannuation 20 days annual leave per annum accrued pro rata, with 17.5% leave loading payable in addition after twelve months. 10 days sick leave per annum pro rata</p>
Contract:	<p>Permanent Full time, 6 months probation.</p>
Reporting to:	<p>The position reports to the Head of Production but assists the Technical Manager as required.</p>
Deadline:	<p>5pm (AEST) Friday 9 January</p>
Starting:	<p>As soon as possible – to be discussed with successful candidate.</p>
To Apply:	<p>Address the selection criteria. Include a resume. Include the names and daytime contacts of two referees. Maximum three pages</p>
Forward to:	<p>Richard Whitehouse, Head of Production 18 Belvoir St, Surry Hills, NSW 2010 jobs@belvoir.com.au</p>



Lady Day at Emerson's Bar & Grill, 2023. Photo: Matt Byrne

KEY RESPONSIBILITIES

1. Responsible for technical operation of lighting, sound or staging when required for Upstairs Theatre productions. This is in consultation with the Technical Manager and the Head of Production.
2. Maintain the Theatres Communication System and Front of House Communication System
3. Responsible in conjunction with the Technical Manager for preparing and supporting Belvoir's accessible performances. This includes being the key contact with support organisations.
4. Responsible for lighting, sound and vision checks prior to all performances in the Upstairs Theatre and troubleshooting if required.
5. Contact outside Core Business Hours for Downstairs Hirers whilst on duty.
6. Be an active First Aid Officer.
7. In conjunction with the Technical Manager, the-Venue Technician is responsible for cleaning, repairing, and maintaining technical equipment including testing and tagging. The Venue Technician will assist to lead small casual teams to deliver these tasks.
8. Assist the Production Department with other general building maintenance, repairs and other general on-site production staff duties that may arise day to day. This will be defined by show duties and call times.

Selection criteria

Aptitudes/Abilities/Skills

- Proven technical expertise and technical problem-solving skills
- Proven high standard of oral communication
- Proven ability to work as part of a team
- Proven high standard of attention to detail and 'follow-through'

Experience

- Experience in lighting and sound operation, preferably in an arts or events organisation
- Experience in the use of ETC lighting consoles
- Experience in the use of digital sound desks and sound-based software e.g. Qlab
- Experience in the use of staging equipment
- Experience in the use of computer hardware and software including Word and Excel.

Knowledge

- Knowledge of technical equipment and practices, particularly lighting and sound operations
- Knowledge of bump-in and bump-out schedules and procedures
- Knowledge of Workplace Health and Safety issues, particularly in theatre
- Demonstrated interest, sensitivity and compatibility with actors, artists, and the creative process.

ABOUT US

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 professionals – formed a syndicate to buy the building and save the theatre. Forty 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. 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 and co-CEOs are Eamon Flack and Aaron Beach.

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