

## **TECHNICAL COORDINATOR – THE BLUE ROOM THEATRE**

### ***WHO WE ARE***

The Blue Room Theatre is a highly regarded organisation that is fundamental to the needs of independent theatre and performing arts in Western Australia. Situated in Northbridge, The Blue Room Theatre is a bustling artistic hub for artists and audiences to meet, create, produce, engage and network. Driven by the passion, energy and commitment of our members and supporters, The Blue Room Theatre is one of Australia's leading arts organisations, offering a unique and effective model of resource management and service delivery for local independent performance makers.

Our values drive us in everything we do:

**Creativity:** We support the creation of risk taking and rigorous new Australian theatre

**Development:** We produce flourishing artists, advance our organisation and strengthen the Western Australian theatre sector

**Community:** We are an inclusive and accessible space of mutual respect and influence

**Accountability:** We are transparent and sustainable, both financially and environmentally

### ***WHO YOU ARE***

We are looking for a multi-skilled and hands-on technical coordinator who is passionate about supporting and mentoring local artists and production teams to present their productions. You will be an organised, flexible and generous individual, who strives to support the independent artistic community realise their vision and grow their skills at The Blue Room Theatre. You will be able to work autonomously and pro-actively to problem-solve and coordinate our technical equipment and services, and enjoy working in small team.

### **Selection Criteria**

#### **Essential and Required Skills and Experience:**

- Formal training in technical theatre or associated trade certificates and/or a minimum of 3 years' experience in a similar position
- A variety of live production experience within professional theatre, music, festival or performance venue, including knowledge of production requirements for live theatre and performance
- Ability to work effectively and autonomously as part of a small team
- Personable, approachable and warm demeanor, ability to communicate positively with artists, production teams and other venue users
- The ability to be hands-on and offer practical skills in both lighting and sound

#### **Desirable Skills and Experience:**

- Tertiary qualification in in stage, production, or a technical discipline (sound or lighting)
- Demonstrated ability to provide and administer effective technical systems and support for a busy cultural facility
- Senior First Aid and fire evacuation trained
- Rigger's certificate
- Testing and tagging ticket
- Proficient in technical drawing and Auto CAD software

**Please see the full position description below.**

## **HOW TO APPLY**

We strongly encourage applicants from Aboriginal and Torres Strait Islander people, people with culturally and linguistically diverse backgrounds, people with a disability, and people who identify as LGBTQI. We encourage our members to share these opportunities widely.

Any queries about this position should be directed to Executive Director Katt Osborne, on 08 9227 7005.

***Applications close 5pm, Monday 1 Feb 2021.***

Please email applications demonstrating how you meet the selection criteria (maximum 3 pages) and a copy of your current CV (maximum 3 pages) to the Executive Director.

If you have access needs and would like to submit a video application and response to the criteria, please limit your video to 6 minutes (selection criteria) and 3 minutes (CV).

- Email: [info@blueroom.org.au](mailto:info@blueroom.org.au)
- Subject: Recruitment: Technical Coordinator

***Please note: Must be available for interview on Thursday 4 or Monday 8 February.***

## **Job Description Technical Coordinator**

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<b>Position Title</b>	<b>TECHNICAL COORINDATOR</b>
<b>Basis of Employment</b>	0.7 - 0.9 FTE*
<b>Location</b>	The Blue Room Theatre, Northbridge, WA
<b>Salary</b>	\$50,000 pro-rata
<b>Probation Period</b>	6 months
<b>Reports To</b>	Operations Manager (OPM)
<b>Direct Reports</b>	Casual Technicians
<b>Job Description Review</b>	Annually

*\*The base part-time contractual commitment will be 0.7 FTE (52.5 hours/fortnight), however in 2021 there is provision for additional hours to bring employment up to 0.9 FTE (67.5 hours/fortnight) until the end of the December 2021.*

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### **POSITION SUMMARY**

The Technical Coordinator provides technical advice, support to and supervision of The Blue Room Theatre (TBRT) production teams. The position is also responsible for the planning, production management and execution of technical requirements and logistics of any event or project that is self-produced by TBRT, and for maintaining a safe and high standard of technical equipment for use of independent production teams and the organisation.

### **KEY RESPONSIBILITIES AND DUTIES**

Under supervision of the Operations Manager (OPM):

#### **Technical Supervision, Support & Delivery (65%)**

- Provide 'hands on' production services to members and hirers when required and support the delivery of services
- Support TBRT production teams and ensure they are provided with a high standard of technical provisions and advice to ensure productive, efficient and safe outcomes
- Support TBRT Program Manager (PM) and OPM in the planning, logistics and delivery of all other TBRT events, activities and other self-produced projects, including technical set up and technical operation both onsite and offsite, and liaising with other technical personnel
- Ensure all technical consumables are maintained in adequate supply
- Oversee and direct the duties of casual venue technicians
- Foster good relations with members, productions teams and hirers and enhance the image of TBRT to stakeholders

#### **Technical Equipment and Maintenance (25%)**

- Advise all production teams on equipment available for use and any fee for use and ensure equipment is used for its intended purpose in a safe manner and so as not to incur any undue damage or wear and tear to TBRT's assets
- Maintain an inventory of all technical equipment which is an asset of TBRT in the venue and ensure that it is maintained, tagged and tested and safe to use

- Ensure TBRT's performance spaces are maintained to a high standard
- Coordinate all technical hires and any quid pro quo lending of equipment to industry ensuring there is a record of when the equipment leaves the venue, its due date for return and any remuneration in return to TBRT
- Ensure clear and consistent communication with season producers, hirers and OPM about any hire fees (including goods received in lieu of payment) that need to be invoiced for use of equipment by a third party
- Provide advice, including quotes and reports in writing when requested, to the OPM, on technical resources and equipment purchases required for the venue
- Maintain an inventory of any equipment which is not owned by The Blue Room Theatre and is in use in the venue for short term special purpose usage, ensuring as far as possible that it is safe to use as well as tagged and tested
- Ensure any equipment which is not an asset of TBRT is taken off the premises as soon as it is not needed for the special purpose of which it was brought into the venue

#### **General (10%)**

- Provide support to the OPM to complete or oversee venue maintenance beyond technical equipment and the theatre spaces, from time to time
- Provide support to the OPM in the delivery of strategic operations projects
- Any other duties as directed by the OPM or PM

#### **Key External Relationships**

- Artists, technicians and production teams of TBRT seasons
- Producers of TBRT as well as outside hirers
- Neighborhood venues and technical staff

#### **SPECIAL CONDITIONS**

Work outside normal office hours, including evenings and weekends will be required, including the attendance at key rehearsals and technical operation of TBRT produced works and events.

*This job description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.*