

PRODUCTION & TECHNICAL COORDINATOR

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 Boorloo/Perth, The Blue Room Theatre, The Blue Room Theatre is a bustling artistic hub for artists and audiences to meet, create, produce, engage, critique 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 independent performance makers.

Our values drive us in everything we do:

Creativity: We support risk-taking, innovation and rigour in artistic practice and our organisational culture.

Community: We are an inclusive and accessible organisation; practicing equity, justice and mutual respect.

Sustainability: We are ethical, transparent and accountable environmentally, socially and in governance.

WHO YOU ARE

We are looking for a multi-skilled and hands-on Production and 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 nurturing 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 proactively to problem-solve and coordinate our technical equipment and services and enjoy working in a small team.

Selection Criteria

Essential and Required Skills and Experience:

- Demonstrated ability to provide and administer effective technical systems and support in live production (i.e. theatre, music, festivals, and/or performance venues and found spaces);
- Knowledge of production requirements for live theatre and performance; and
- Ability to be hands-on and offer practical skills in lighting, sound and audio visual.
- Formal training in technical theatre or stage/production management and associated trade certificates;
 - White Card
 - Electrical testing and tagging ticket; (or be willing to obtain)

- Proficient in QLab software;
- Proficient in EOS family software
- Capacity to work effectively with others within an anti-racism and cultural safety framework; and understanding of community engaged practice.

Desirable Skills and Experience:

- Senior first aid and fire evacuation trained;
- Rigger's certificate;
- Working at heights ticket
- Proficient in technical drawing and Auto CAD software;

Please see the full position description below.

HOW TO APPLY

Please note: Applications will be assessed as they are received as the role will commence as soon as possible to enable a smooth handover with our current Technical Coordinator. Only shortlisted candidates will be contacted.

Please email applications demonstrating how you meet the selection criteria (maximum 2 pages) and a copy of your current CV (maximum 2 pages) to the Operations Manager, Jesse Garlick:

- Email: jesse@blueroom.org.au
- Subject: Recruitment – Production and Technical Coordinator

The Blue Room Theatre is committed to equity of opportunity and addressing the underrepresentation of marginalised people in the arts sector. We encourage applications from people with diverse lived experiences.

If you have access requirements that we can assist with through the application process, please don't hesitate to be in touch. We accept applications in a range of formats and can modify our application process to meet your needs.

Start date can be negotiated but our preference is the successful candidate would begin early-mid May 2025.

Any queries about this position should be directed to Operations Manager Jesse Garlick, jesse@blueroom.org.au or 08 9227 7005.

Position Title	PRODUCTION AND TECHNICAL COORINDATOR
Basis of Employment	0.8 FTE
Location	The Blue Room Theatre, Northbridge, WA
Salary	\$67,500 - \$82,500 pro-rata
Probation Period	6 months
Reports To	Operations Manager (OM)
Direct Reports	Casual Technicians
Job Description Review	Annually

POSITION SUMMARY

The Production and Technical Coordinator provides technical advice, support 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 (OM):

Technical Administration & Support

- Support TBRT production teams and ensure they are provided with a high standard of technical provisions and advice to ensure productive, efficient and safe artistic outcomes;
- Support TBRT management team in the planning and logistics of all other TBRT events, activities and other self-produced projects;
- Ensure all technical equipment and consumables are maintained in adequate supply; and
- Foster good relations with members, productions teams and hirers and enhance the image of TBRT to stakeholders.

Technical Supervision & Delivery

- Provide 'hands on' production services to members and hirers when required and support the delivery of services;
- Support TBRT management team in the 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; and
- Oversee and direct the duties of casual venue technicians.

Technical Equipment & Maintenance

- 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 OM 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 OM, 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; and
- 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

- Provide support to the OM to complete or oversee venue maintenance beyond technical equipment and the theatre spaces, from time to time;
- Provide support to the OM in the delivery of strategic operations projects; and
- Any other duties as directed by the OM, Managers & Executive Director.

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.