



Thank you for your interest in the **Head of Technical Operations** position.

### **The Role**

The Head of Technical Operations is responsible for providing operational leadership to the company's Technical Department. In consultation with the Director, Technical & Production they lead the day to day operations of the technical department. They drive the technical department's coordination in facilitating the production and venue operations of the company.

The Head of Technical Operations will lead the technical deliverable aspects of the company's productions and those of the venue hirers. Leading their respective Heads of Departments they will ensure all resourcing needs, budgets and deadlines are being met. They will be financially accountable for the efficient use of production resources and production personnel. The Head of Technical Operations will ensure the Heads of Departments and Production Administrator are supported in managing rostering, leave and timesheets for their teams.

### **Hours of Work**

This position is for an initial two-year fixed term.

The usual hours of work are 9am-5pm Monday to Friday. However, the job requires a willingness to work flexible hours, including evenings, and weekends.

The position is based at both the Roslyn Packer Theatre, Walsh Bay & our offices currently based at Fox Studios Australia, Moore Park.

### **Salary and Entitlements**

- Salary is dependent on skills and experience
- 4 weeks annual leave
- 10.5% Superannuation
- Complimentary tickets to STC productions (subject to availability)

### **Application**

In order to make your application for this position, please forward your resume and a cover letter briefly demonstrating how your experience is applicable to the listed Selection Criteria as outlined below to [recruitment@sydneytheatre.com.au](mailto:recruitment@sydneytheatre.com.au)

**Please note that applications will not be considered if they do not address the Selection Criteria**

### **Selection Criteria**

- Minimum of ten years relevant experience, preferably within a producing theatre company.
- Bachelor degree or equivalent industry training.
- Excellent leadership skills with a proven ability to lead teams and manage people.
- Excellent communication skills both oral and written.
- Excellent project management skills with a logical and analytical approach to planning and the allocation of resources.
- A good eye for detail and quality control to ensure that all elements of a production are produced to the highest standards.

- Extensive knowledge of theatre practices, terminology, etiquette and theatre craft including a detailed knowledge of rigging, stage automation, lighting, sound, projection, theatrical costume and props.
- Advanced financial management skills with a proven ability to manage and control large budgets and resources.
- A high level of understanding of Work Health and Safety legislation and procedures as related to the theatre and entertainment industries with proven experience of implementing these requirements in a sympathetic manner.
- Experience of touring productions either domestically or internationally.
- Strong computer skills including advanced Microsoft Excel and AutoCAD.
- Knowledge and skills in financial system platforms preferably TechnologyOne.

Please forward your application to: [recruitment@sydneytheatre.com.au](mailto:recruitment@sydneytheatre.com.au) by **5pm Monday 25<sup>th</sup> March**

\* Must be Australian resident or hold current, appropriate working visa

*STC is an Equal Opportunity Employer committed to providing a safe working environment. We embrace and value diversity and inclusion in the workplace*

## Job Description

<p><b>Position title:</b></p> <p><b>Reports to:</b></p> <p><b>Reporting to the role:</b></p>	<p>Head of Technical Operations</p> <p>Director, Technical &amp; Production</p> <p>Head of Lighting Head Mechanist Head of Sound and AV</p>
<p><b>Job overview</b></p> <p>The Head of Technical Operations is responsible for providing operational leadership to the company's Technical Department. In consultation with the Director, Technical &amp; Production they lead the day to day operations of the technical department. They drive the technical department's coordination in facilitating the production and venue operations of the company.</p> <p>The Head of Technical Operations will lead the technical deliverable aspects of the company's productions and those of the venue hirers. Leading their respective Heads of Departments they will ensure all resourcing needs, budgets and deadlines are being met. They will be financially accountable for the efficient use of production resources and production personnel. The Head of Technical Operations will ensure the Heads of Departments and Production Administrator are supported in managing rostering, leave and timesheets for their teams.</p>	
<p><b>Key Responsibilities</b></p> <p><b>The role is responsible for the above outcomes through activities which includes:</b></p>	

**Budgeting:**

- As required, assist the Director, Technical & Production with any research, costing and feasibility of future productions.
- Work with Production Managers to ensure Production budgets are costed, monitored and reported accurately.
- In conjunction with Production Managers ensure accurate cost control of materials and labour for all productions.
- Lead technical operations planning and allocation of resources for most efficient use of company budget.
- In collaboration with the Director, Technical and Production and Finance department plan and manage Capital Expenditure for technical and operational plant and equipment
- Monitor and effectively manage expenditure across all areas of technical operations and downtime labour.
- Ensure that the highest standards of financial planning, budgeting and expenditure are key considerations for all productions and operational activities.
- Ensure accurate forecasting for all areas of financial accountability is provided to Director, Technical & Production monthly.

**Production deliverables:**

- Work with the Production Managers to provide accurate costing for all technical requirements.
- Risk assess design proposals and give guidance to the Production Managers and Creative Teams in relation to the management of any design hazards.
- Work with Production Managers to ensure that any bump-in/out, performance resourcing and touring issues are identified and resolved.

**Technical Operations:**

- Coordinate workflow in all technical and venue operations areas, managing production priorities to ensure that all deadlines are met and technical resources are delivered to the stage.
- Coordinate with respective Heads of Department to ensure effective staffing resource management, including leave planning, staff allocations, and engagement of casual staff and contractors.
- Ensure effective systems are in place for regular maintenance of all technical and venue plant and equipment.
- Maintain effective ordering processes and cost control of all consumable materials in a timely and efficient manner.
- Work with Production Managers and hirers to ensure designs are safe and hazards are adequately controlled and documented.
- Ensure the company's Lilyfield, RPT, and Wharf sites are utilised to their full potential and maintained to high standards.
- Ensure safe work practices are maintained in all operational areas.
- Undertake, deliver and lead workplace training as necessary.
- Attend bump ins and technical rehearsals to support Production Managers and the Director, Technical and Production as required.

**Leadership:**

- Overall accountability for the performance, well-being, training and development of all technical staff.
- Delivery of timely and positive and constructive feedback to staff on their behaviour and performance.
- Ensure that the hiring and management of permanent, seasonal and casual workers is in line with Sydney Theatre Company policies and the relevant Enterprise Agreements.
- Ensure that all staff are knowledgeable and competent in organisational policies, procedures and systems are these are carried out effectively

**Other:**

- Attend, and proactively engage in, weekly Heads of Departments meetings and fortnightly Management meetings.
- Contribute to debriefs on delivered productions, through both written reports and debrief meetings as required.
- Revise, file and store technical and design information.
- Maintain accurate departmental, operational, and production records.
- Drive, develop and improve efficiency in the company's operational systems and processes.
- Where required, project manage capital and infrastructure improvement projects.
- Any other reasonable duties as required.

**Workplace Health and Safety**

For the purposes of the Work Health and Safety Act and Regulations the Head of Technical Operations must ensure so far as reasonably practicable the health and safety of his/her team including but not limited to:

- Lead the technical departments at STC to ensure that systems of work and the working environment of the employees are safe and without risks to health including;
- hazards in the working environment are either eliminated or controlled so far as is reasonably practicable
- all employees are adequately informed of hazards and potential hazards and how to deal with them
- Provide information, instruction, training and supervision as may be necessary to ensure employees' health and safety at work.
- Consult with workers and their representatives on work health and safety matters
- Lead injury management matters for injured or ill employees as required by legislation. Work closely with and the Sydney Theatre Company's Return to Work Coordinator and employees to ensure STC's Policy and Return To Work Program are upheld.
- Works in a safe manner and follows procedures introduced for his/her protection
- Reports any unsafe work practices or conditions according to Sydney Theatre Company reporting procedures

**Environmental Sustainability**

To support the Company's vision of becoming the world's most sustainable theatre company, the Head of Technical Operations must ensure that she/he:

- takes reasonable steps towards minimising the environmental impact of their role and that of the Company;
- works in an environmentally responsible manner and follows procedures introduced to this end;
- participates in any training or education necessary to enable them to work sustainably including familiarisation with the Company's various green policies;
- brings to the attention of the internal Green Team any situations or practices that could be improved in relation to environmental performance; and
- co-operates with Sydney Theatre Company in their efforts to lead in the area of environmental sustainability.
- Identify and implement greening initiatives within the technical departments.

## Other information

Key relationships	Capabilities and competencies
<ul style="list-style-type: none"><li>• Director, Technical &amp; Production</li><li>• Heads of Department</li><li>• Production Managers</li></ul>	<ul style="list-style-type: none"><li>• Minimum of ten years relevant experience, preferably within a producing theatre company.</li><li>• Bachelor degree or equivalent industry training.</li><li>• Excellent leadership skills with a proven ability to lead teams and manage people.</li><li>• Excellent communication skills both oral and written.</li><li>• Excellent project management skills with a logical and analytical approach to planning and the allocation of resources.</li><li>• A keen interest in the performing arts and an appreciation of theatre, especially in an Australian context.</li><li>• A good eye for detail and quality control to ensure that all elements of a production are produced to the highest standards.</li><li>• Extensive knowledge of theatre practices, terminology, etiquette and theatre craft including a detailed knowledge of rigging, stage automation, lighting, sound, projection, theatrical costume and props.</li><li>• Advanced financial management skills with a proven ability to manage and control large budgets and resources.</li><li>• A high level of understanding of Work Health and Safety legislation and procedures as related to the theatre and entertainment industries with proven experience of implementing these requirements in a sympathetic manner.</li><li>• Experience of touring productions either domestically or internationally.</li><li>• Strong computer skills including advanced Microsoft Excel and AutoCAD.</li><li>• Knowledge and skills in financial system platforms preferably TechnologyOne.</li></ul>