

Thank you for your interest in the **Sound & Video Supervisor** position with the Sydney Theatre Company.

The Sound & Video Supervisor assists the Sound & Video Manager and Technical Manager in overseeing the smooth operation of the Sound and Video Department. The role is expected to work in collaboration with the Sound & Video Manager, to create and maintain a high level of team work and co-operation within the department and across production teams.

The role will work closely with the Sound and Video department and other members of the Production Team, under the guidance of the Production Manager to achieve design standards set for a production, on time and in budget by utilising production and organisational resources to plan, implement, and achieve set goals and objectives.

### **Hours of Work**

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

The Ordinary hours of work are 38 hours a week. However, the nature of working for a theatre company and requirements of this position require a degree of flexibility, and will include overtime work.

The position is based at in Walsh Bay at the Wharf and the Roslyn Packer Theatre.

### **Wages and Entitlements**

- The wage will be commensurate with a Full-Time Level 6 Award Rate within the STC Enterprise Agreement.
- 5 weeks annual leave (pro-rata)
- Complimentary tickets to STC productions
- 10.5% superannuation

### **Key Criteria**

- Experience in Sound and Video Supervisor in a similar role in the Theatre context.
- Expert knowledge of Sound and Video Supervisor technology and systems for live performance.
- Highly developed interpersonal and negotiation skills, with strong interpersonal sensitivity.
- Strong entrepreneurial spirit, a self-starter and an ability to lead a technical team.
- 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.
- Thorough understanding of Sydney Theatre Company's current Theatrical Certified Agreement and how it relates to Live Performance Award.
- Computer skills including database, email and excel
- An appreciation of the art form of theatre, especially in an Australian context.
- Extensive demonstrated experience in specifying, installing, and operating complex sound and AV systems in a live theatre context. Including the use of digital audio desks (Yamaha, Digico, Midas), and operating software (Qlab, Mac OS)

### **Application**

Please visit our website for a full copy of the job pack, including the job description:

<https://www.sydneytheatre.com.au/about/careers>

In order to make your application for this position, please forward your resume and a cover letter briefly demonstrating relevant experience to: [recruitment@sydneytheatre.com.au](mailto:recruitment@sydneytheatre.com.au) by **9am, Monday 18<sup>th</sup> January 2021**

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

***Sydney Theatre Company encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, intersex and queer (LGBTI+) people.***

**For a full copy of the Sydney Theatre Company's Cultural Representation Pledge, please visit our website: <https://www.sydneytheatre.com.au/about/stc-commitments/cultural-representation-pledge>**

## **Job Description**

**Position title:** Sound and Video Supervisor

**Reports to:** Sound and Video Manager

**Reporting to this role:** Sound Technicians, casual staff

### **Job overview**

The Sound and Video Supervisor is responsible for providing support to the Sydney Theatre Company in a range of theatre projects in the pre-production and run periods. The role will provide sound and video advice to The Sydney Theatre Company and stakeholders in a range of theatre venues. The role is responsible for delivering on time and within budget by utilising production and organisational resources to plan, implement, and achieve set goals and objectives.

The Sound and Video Supervisor will act as the Head of sound and video for shows as required by the Sound and Video Manager and Head of Technical Operations. To achieve this the Sound and Video Supervisor will work closely with Production Managers to deliver the staging elements for all designated company projects using industry best practice. The role is responsible for the on-going maintenance of the sound and video requirements.

### **Budgeting:**

- As required assist the Sound and Video Manager in any costings and feasibility of future productions.
- Support the Sound and Video Manager in leading the sound and video department in operational planning and allocation of resources for the most efficient use of company budget.

### **Production deliverables:**

- To supervise seasonal and casual sound and video staff and be responsible for the efficient Bump-in, Running and Bump-out of all company shows.
- To call and schedule all seasonal and casual sound and video staff as agreed
- To provide a point of detailed contact for designers as well as advising on electrical aspects of any design concept.
- To attend meetings as required by the Sound and Video Manager or Production Managers.
- To liaise with the Production Managers and Head of Construction with regard to staging and technical aspects of design concept realisation.
- To prepare electrical aspects of productions for touring.
- To tour as required.

### **Technical/Maintenance:**

- Plan, prepare, implement, and install sound and video systems and procedures to achieve a design standard set by the creative teams, within business guidelines.

- To supervise the day-to-day repair and maintenance of Sydney Theatre Company shows during their season.
- To maintain items of stock for re-use and to recommend the purchase and up-grade of electrical equipment.
- Ensure safe work practices are maintained in all operational areas.

**Leadership:**

- In liaison with the Sound and Video Manager and Head of Technical Operations deliver of timely, positive and constructive feedback to on sound and video employees on their behaviour and performance
- Ensure that all staff are knowledgeable and competent in organisational policies, procedures and systems are these are carried out effectively
- Undertake, deliver and lead workplace training as necessary. Recommend training where necessary.
- Drive, develop and improve efficiency in the company's production systems and processes.

**Other:**

- Maintain in a safe and professional manner all electrical areas.
- To be conversant with the Sydney Theatre Company Theatricals Certified Agreement and WHS legislation.
- To undertake other duties as required.

**Work Health & Safety**

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

- Lead the sound and video department 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

**Environmental Sustainability**

To support the Company’s vision of becoming the world’s most sustainable theatre company, the Sound and Video Supervisor 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.

**Other information**

Key relationships	Capabilities and competencies
<ul style="list-style-type: none"> <li>• Sound &amp; Video Manager</li> <li>• Production and construction managers</li> <li>• All casual and seasonal staff</li> <li>• Designers and directors</li> <li>• Head of Technical Operations</li> <li>• Director, Technical, Production &amp; Wharf Renewal</li> <li>• Creative and Technical staff</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in Sound and Video Supervisor in a similar role in the Theatre context.</li> <li>• Expert knowledge of Sound and Video Supervisor technology and systems for live performance.</li> <li>• Highly developed interpersonal and negotiation skills, with strong interpersonal sensitivity.</li> <li>• Strong entrepreneurial spirit, a self-starter and an ability to lead a technical team.</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>• Thorough understanding of Sydney Theatre Company’s current Theatrical Certified Agreement and how it relates to Live Performance Award.</li> <li>• Computer skills including database, email and excel</li> <li>• An appreciation of the art form of theatre, especially in an Australian context.</li> <li>• Extensive demonstrated experience in specifying, installing, and operating complex sound and AV systems in a live theatre context. Including the use of digital audio desks (Yamaha, Digico, Midas), and operating software (Qlab, Mac OS)</li> </ul>

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.