

Position Description

JOB TITLE	Duty Technical Manager, Pier 2/3
REPORTS TO	Technical & Facilities Manager
TERMS	Casual

ABOUT THE ACO

Led by its charismatic Artistic Director, Richard Tognetti, the Australian Chamber Orchestra is renowned world-wide for its inspired and courageous programming and unrivalled performances. The ACO collaborates with an extraordinary range of artists including the world's leading performers, cinematographers, writers, and visual artists. In early 2022, the ACO will move to its new, purpose-built home on Pier 2/3 in Sydney's Walsh Bay Arts Precinct, which includes a 275 seat Performance Space, Rehearsal Room, Media Suite, and Event Space - an exciting new home for performance, presentation, community engagement and collaborative opportunities.

ABOUT THE POSITION

The ACO's move to Pier 2/3 will transform the ACO on many levels after operating more than 20 years underground at their Circular Quay base. The Duty Technical Manager is responsible for overseeing a team of technicians and delivering services to the highest possible standards, whilst ensuring that the working environment and technical elements of a show adhere to WHS legislation.

This role represents an incredible opportunity to work in the ACO's new home. The key venues in the ACO tenancy are:

Performance Space (c. 400m²) "The Neilson" with Control Room: a flexible space of 275 seats, including balcony, able to be configured to a flat floor with a retractable seating bank. Designed for classical, other acoustic and amplified music performances, rehearsals, recordings, talks, film screenings and other events. Provisioned with rigging for DMX controlled architectural, platform and production lighting, sound recording, projector and screen and sound systems (including installed d&b loudspeaker system, microphone winches, Yamaha AFC4 active architecture system with spatial audio support for cinematic audio playback).

Rehearsal Room (c. 100m²): a flexible space for music rehearsals, workshops, recordings, masterclasses, talks and presentations (for up to 80 people). Provisioned with rigging for DMX controlled lighting and sound recording, installed d&b loudspeaker system, microphone winches, as well as projector and screen.

Event Space (c. 120m²) with commercial kitchen and bar: a flexible space accommodating up to 230 people that can be used for a range of events and functions in different formats. Provisioned with architectural lighting and overhead rigging for DMX controlled production lighting, an installed d&b loudspeaker system and projection infrastructure.

Media Suite (c. 20m²): a multi-role ergonomic workspace for recording control, broadcast control and presentation, as well as audio and video post-production. Provisioned with professional studio monitors for critical listening, wall mounted LCD panels and console mounted LCD screens providing access to video links to ACO spaces, display playback of video assets for post-production work, as well as hardware and software for audio recording and production and live streaming.

In addition, there is a Shared Foyer with other Pier 2/3 tenants (Bell Shakespeare and Australian Theatre for Young People).

TERMS

This is a casual position based at Pier 2/3 in the Walsh Bay Arts Precinct, Sydney.

The Duty Technical Manager will be required to work across weekdays, evenings and on weekends in line with ACO's operational needs and in consultation with the Technical and Facilities Manager.

Due to the nature of this position, the successful applicant will also need to successfully complete a Working with Children Check.

DUTIES AND RESPONSIBILITIES

- Work as part of a team, providing a consistently high level of technical service to all performances / rehearsals / recordings / events ("activities") within ACO's tenancy at Pier 2/3;
- Direct contractor and casual technicians as required, ensuring all policies and procedures are always adhered to;
- Work with the Technical & Facilities Manager to roster casual technicians to ensure that lighting, sound, AV and stage management requirements are met for all activities;
- Oversee the planning and delivery of all technical operations that occur in these spaces, including but not limited to sound, AV, lighting, seating and draping configurations;
- Set up and operate specialist technical equipment for activities, ensuring that all resources are ready within required timeframes;
- Rig, patch and operate theatre lighting equipment including DMX controlled devices;
- Set up, program and mix live sound in a live performance and recording environments;
- Set up, program and mix live vision in both live performance and recording environments;
- Create and maintain accurate technical specifications and plans of these spaces, including a technical rider for outside hirers;
- Assist the Venue Hire & Commercial Manager in maximising the income generation potential of the venues through the coordination of technical elements of events;
- Liaise with the Front of House & Event Services Manager on operational matters;
- Liaise with all potential and confirmed outside hirers of these spaces to ensure delivery of their technical requirements in a timely and cost-effective manner, including facilitation of their needs during hire periods on site;
- Act as Stage Manager for the ACO's own productions as well as for outside hirer events as required;
- Ensure safe use of the venues' technical infrastructure as and immediately report any safety or maintenance issues to the Technical and Facilities Manager;
- Undertake event risk assessments as required;
- Assist in maintaining and updating technical specifications as required;
- Attend and participate in Back of House event briefings as required;
- Check the conditions of the ACO Performance, Rehearsal and Event Spaces prior to client access;
- Maintain cleanliness and function of any Back of House area in the ACO Performance and Event Spaces and undertake specified cleaning tasks of Control Room, Performance Spaces, and equipment as required;
- Assist in emergency situations as required, including acting as Warden or Deputy Chief Warden (as delegate of Technical & Facilities Manager) in the case of an evacuation or emergency;

- Comply with the ACO's WHS Policy and COVID Safe Plan, and ensure that all health and safety requirements, including Standard Operating Procedures and Safe Work Method Statements, are met for the use of the ACO Performance, Rehearsal and Event Spaces
- Assess the training requirements of the technicians, notifying the Technical & Facilities Manager of these requirements and provide in-house training support where possible;
- Provide a high level of customer service and communicate effectively and sensitively with internal and external stakeholders;
- Comply with the ACO's Policies and Procedures,;
- Ensure compliance with the Walsh Bay Arts Precinct Operational Plan of Management;
- Comply with the ACO uniform, dress code and personal presentation directions and
- Other duties as directed by the Technical and Facilities Manager.

KEY RELATIONSHIPS

- ACO Technical and Facilities Manager
- ACO Technicians:
- ACO Front of House & Event Services Manager
- ACO Commercial & Venue Partnerships Manager
- ACO Operations & Development Staff
- ACO Musicians and Guest Artists:
- Hirers of ACO's Performance and Event Spaces
- Create NSW Walsh Bay Arts Precinct Team

POSITION REQUIREMENTS

The successful applicant will meet the following position requirements:

Required Skills & Experience:

- Demonstrated experience at production and/or technical management level within an arts company, a multi artform venue or on large scale productions;
- Knowledge and practical experience of all relevant WHS legislation and safety systems in a performance venue;
- Knowledge and experience of current rigging and work at height practices, flying systems and staging;
- Demonstrated ability to respond to technical specifications;
- Demonstrated experience using and operating audio and lighting consoles in live performances;
- Demonstrated proficiency in using computers and computer software
- Excellent people and management skills, including experience in successfully building strong relationships with staff and stakeholders;
- Effective and efficient delivery of event plans;
- Highly competent written and spoken communication skills with excellent attention to detail;
- Capacity for swift and effective decision making under pressure.

Advantageous Qualifications & Experience:

- Knowledge and experience of current rigging and work at height practices, flying systems and staging;
- Qualifications in Test & Tag, First Aid, Yellow Card
- Experience of working with a variety of touring companies and corporate clients;
- Musical literacy and or familiarity with orchestral and chamber music repertoire; and
- Experience in working with performing arts venues.

Attitudes:

- A passion for working within a dynamic performing arts organisation;
- Interest in music;
- A kind team player who does not compromise on personal responsibility;
- Enthusiasm, initiative, self-motivation and self-discipline; and
- A willingness to work flexible hours.

Current at 12 May 2022