

Position Description

JOB TITLE Technical & Facilities Manager, Pier 2/3

REPORTS TO Director of Artistic Operations

BASIC FUNCTION

To both manage and facilitate the smooth and safe operation and maintenance of technical facilities and spaces at the ACO's new home at Pier 2/3.

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. We will require several new outward-facing roles for both back and front-of-house to manage our interaction with a range of stakeholders, as well as to maintain elements of our new home. This role focuses on ensuring the technical facilities of the venues are managed and cared for appropriately, as well as ensuring the safety and security of staff working in these venues.

The key venues in the ACO tenancy are:

Performance Space (c. 400m²) with Control Room: a flexible space of 276 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).

DUTIES AND RESPONSIBILITIES

1. Technical Management

In relation to ACO performance, rehearsal, backstage and event spaces at Pier 2/3:

1. 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;
2. Create and maintain accurate technical specifications and plans of these spaces, including a technical rider for outside hirers;
3. Assist the Venue Hire & Commercial Manager in maximising the income generation potential of the venues through the coordination of technical elements of events;
4. 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;
5. Engage, roster and manage contractor and casual stage management and technical staff, including acting as Stage Manager for the ACO's own productions as well as for outside hirer events as required;
6. Ensure that permanent, contractor and casual technical staff are trained and competent to carry out their duties, including training of select ACO staff on basic technical functions of the spaces as required;
7. Undertake basic sound operation such as taking archival rehearsal recordings and setting microphones for spoken events using Dante equipped, basic digital audio console; and
8. Undertake basic lighting operation such as bump in/out, rigging, patching, focusing and programming multi-parameter lighting fixtures in simple lighting cue structures drawing on a basic level knowledge of ETC Ion Xe start up, operation and shut down.

2. Facilities Management

1. Act as subject matter expert across all aspects of facilities management at the ACO's tenancy at Pier 2/3 including collaborating with all areas of ACO's business to ensure efficient and safe functioning of all ACO spaces;
2. Establish efficient and cost-effective management systems for the technical and general facilities of the new premises, including management of routine, non-routine and mandatory maintenance programs (staff, contractors, budgets) and compliance with all statutory and government authority acts, regulations and requirements;
3. Develop and implement an Asset Management Plan including the generation and maintenance of a register of technical equipment;
4. Manage and oversee building structures, performance/rehearsal/event spaces, furniture and cleaning within the ACO's tenancy and in relation to shared spaces with other Pier 2/3 tenants;
5. Ensure the security of ACO's assets through operational planning; and
6. Coordinate ACO's freight deliveries and other use of the Pier 2/3 Loading Dock through the WBAP Precinct Management office.

3. Tenancy Commissioning

1. In the lead-up to the opening of the ACO's new home at Pier 2/3, attend meetings with outside parties (builders, designers, contractors, service providers, removalists) during the fit-out of the new facility, assist with move in, oversee documentation preparation for new spaces and coordinate the ACO's own post-occupation technical fit-out; and
2. Liaise with the NSW Government, Richard Crookes Constructions, operational teams and maintenance providers at the point of commissioning and assist with training of all appropriate ACO staff in new systems, policies and procedures as required to ensure functional usage of the facilities is effective and efficient.

4. WHS & Risk Management

1. In collaboration with the Front of House Manager and the ACO's Workplace Health and Safety Consultation Group, ensure that all statutory compliance systems and occupational health and safety requirements are considered, with risks mitigated, including emergency and evacuation procedures, risk assessment and management procedures, WHS audits, and all registers required under WHS legislation;
2. Coordinate building evacuations and/or emergency response procedures and/or crisis management protocols in consultation with the Front of House Manager, ACO's WHS Consultation Group and WBAP Precinct Management in order to keep ACO musicians, staff and all stakeholders safe and well; and
3. In collaboration with the Front of House Manager, be responsible for compliance with fire, health and safety, and licensing regulations by creating systems and registers for the testing of electrical and lifting equipment and liaison with statutory bodies, including acting as Deputy Fire Warden as required.

5. Other

1. Undertake training where required on WHS, First Aid, Child Safety, manual handling and any other training as required;
2. Keep engaged with peer performing arts companies and venues, and their technical and production personnel, and proactively build relationships with counterparts;
3. Keep up to date with industry trends, innovations and benchmarks including advising on the acquisition and updating of equipment and the introduction of new technology; and
4. Other duties as required.

KEY RELATIONSHIPS

This position is required to develop positive relationships within their immediate team and across the whole organization. Key internal stakeholders include Artistic Operations, FOH Manager, Venue Hire & Commercial Manager, Learning & Engagement and the Orchestra.

The position works closely with external stakeholders including technical staff, hirers, contractors, suppliers, security, other WBAP tenants, the WBAP Precinct Manager, statutory bodies and Government departments.

REPORTING LINES



TERMS

This position is a permanent full-time position based in the ACO's office in Sydney. The ACO supports opportunities for employees to achieve a balance in their work and home lives particularly for intensive touring or operational roles within the organisation.

Please note that working hours for this position will be irregular due the nature of the role at Pier 2/3 and the performance schedule of the Orchestra and outside hirers, with evening and weekend work required regularly where not covered by casual staff.

POSITION REQUIREMENTS

The successful applicant will meet the following position requirements:

Skills & Experience:

- Significant experience at production and/or technical management level or higher 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;
- Superior organisational and time management skills with demonstrable experience in managing multiple projects and competing priorities;
- Exemplary people management skills, including experience in successfully building strong relationships with staff and stakeholders;
- Experience successfully preparing, managing and reporting on project budgets;
- Highly competent written and spoken communication skills with excellent attention to detail;
- Capacity for swift and effective decision making under pressure;
- Computer literacy including advanced competence in MS Excel;
- A current driver's license (ability to drive manual vehicle an advantage).

Advantageous Qualifications & Experience:

- 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 venue management and asset management databases (e.g. Artifax and Trail).

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.

DIVERSITY & INCLUSION

The ACO is committed to equity and inclusion and welcomes applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with a disability.

Current at 1 September 2021