

Thank you for your interest in Merrigong Theatre Company's current vacancy for

**Head of Lighting**

Please note all applications must include:

1. A current CV including:
  - a. Full name
  - b. Phone number/s
  - c. Email address
  - d. Mailing address
  - e. Contact details for at least two referees
  
2. Responses to the selection criteria. You should directly respond to each of the Essential and Desirable Criteria outlined in the position description. Your application **may not be considered** if this is not included.

Notes for addressing the selection criteria:

You need to include a short paragraph describing how you meet each of the selection criteria (essential & desirable) listed in the Position Description (see below). It is helpful to give examples wherever possible. You should include details that highlight your experience, skills, knowledge and qualifications that are relevant to the position.

Applications for this position close at 5pm on Monday 19 February 2018. Applications should be emailed directly to [recruitment@merrigong.com.au](mailto:recruitment@merrigong.com.au) or posted to:

Attention: Recruitment  
Merrigong Theatre Company  
PO Box 786  
Wollongong NSW 2520

If you require further information about the position, please do not hesitate to send an email to [recruitment@merrigong.com.au](mailto:recruitment@merrigong.com.au) including a phone number if you would like a return call.

The successful candidate for the role will need to show a high level of initiative, strong communication skills and relevant industry knowledge and experience. They will also contribute to a positive team and work culture.

Merrigong encourages applications from diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities.

**See the Position Description below.**



## Position Description

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|                     |                                 |
|---------------------|---------------------------------|
| <b>POSITION:</b>    | Head of Lighting                |
| <b>LEVEL/AWARD:</b> | Level 8, Live Performance Award |
| <b>CATEGORY:</b>    | Permanent 38 Hours per week     |

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### POSITION OBJECTIVES:

1. To lead the planning and realisation of the lighting requirements of incoming shows and assist with in-house productions as required.
2. To assist in all technical aspects pertaining to the use of the stage and the associated theatrical effects, across all areas.
3. To assist in the maintenance and adjustments to the buildings, plant and theatre equipment to ensure the venues operate effectively as performing arts venues, are well presented to the public and comply with the relevant statutory requirements.

### Objective 1

- Create lighting designs as required and assist venue hirers to realise their technical lighting requirements given the venue's capabilities.
- Liaise with incoming production companies as required and provide a high level of customer service to all venue users.
- Create documentation to effectively communicate plans and schedules to your colleagues and venue users.
- Lead event crew on the floor to realise the requirements of productions.
- Be able to fill in for the Production and Technical Manager by inputting and retrieving data from the event management system, reconciling timesheets and hirer reconciliations and finalising estimates for upcoming shows.

### Objective 2

- Work with the Production and Technical Manager to ensure that the Company's technical department runs safely and professionally at the highest possible standard, and that all Company policies and procedures are adhered to.
- Set-up, maintain and operate stage lighting equipment safely and efficiently.

- Set-up and operate AV equipment and stage machinery safely and efficiently when required.
- Ensure the efficient use of Company time by casual employees in the Technical Department.
- Participate in, and lead where necessary, the bump-in and bump-out of productions and events.
- Act as duty technician when required.
- Keep accurate records and complete production reports with details of back of house operations on a show by show basis.
- Assist with the training and induction of volunteers and casual staff, as well as the induction of visiting companies.
- Competently support your colleagues in other areas by gaining a working knowledge of their equipment and processes.

### **Objective 3**

- Assist in and coordinate the maintenance of the Company's lighting equipment.
- Assist in the maintenance of other technical equipment, plant, building and fixtures under the control of the Company in consultation with other members of the Technical Department.
- Contribute to asset management planning and capital infrastructure expenditure.
- Be responsible for the continuing improvement of all lighting equipment resources.

### **General**

- Carry out other appropriate duties as directed by the Production and Technical Manager.
- Attendance at Team Meetings.

### **ORGANISATIONAL RELATIONSHIPS**

|                    |  |
|--------------------|--|
| Reports To:        | Production and Technical Manager   |
| Internal Liaisons: | Staff and volunteers   |
| External Liaisons: | Professional performing arts companies<br>Community arts organisations and groups<br>Suppliers & Contractors |

### **SKILL REQUIREMENTS**

#### **Essential Criteria**

- Extensive knowledge and experience in the planning, design, implementation and operation of stage lighting for a range of stage presentations and events.
- Experience in assisting companies in adapting their presentations to suit different venues.

- Ability to interpret and draw, using a CAD package, lighting and staging plans/sections to scale.
- Experience leading and working within a close team in a demanding environment.
- Working understanding of WHS principles and regulations.

### **Desirable Criteria**

- Broad knowledge and experience of other stage craft including sound, staging, flying and rigging.
- Experience in the use of Microsoft Office and other software/database programs relevant to this position.
- Experience in maintaining theatrical equipment.
- Formal training in technical theatre, theatre carpentry or associated trade certificate.
- A valid driver's license.

### **Attributes**

- Strong communication, time management and record-keeping skills.
- Have a commitment to a safe and efficient working environment.
- Positive and approachable attitude.
- Reliable
- Ability to work autonomously.
- Ability to work to a high level of efficiency in stressful periods leading up to and during events.

### **SPECIAL CONDITIONS**

- Available to work evenings, weekends and flexible shifts on a regular basis.
- Ability to work at heights, in low light conditions, requiring good level of fitness.