

Head of Lighting at Merrigong Theatre Company – how to apply.

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 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 the experience, skills, knowledge and qualifications that you would bring to the position.

Applications for this position **close at midday on Monday 17 May 2021**. Applications should be emailed directly to recruitment@merrigong.com.au

If you require further information about the position, please Pip Rigter, Production and Technical Manager on (02) 4224 5950.

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 be expected to 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.



Position Description

| | |
|----------------------------|--------------------------------------|
| <u>POSITION:</u> | Head of Lighting |
| <u>LEVEL/AWARD:</u> | Level 8, Live Performance Award 2020 |
| <u>CATEGORY:</u> | Permanent 38 Hours per week |

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 and to ensure safe work practices are followed.
3. To assist in the maintenance and safe operations of the buildings, plant and theatre equipment ensuring the venues operate effectively as performing arts venues, are well presented to the public and comply with the relevant statutory requirements.

Objective 1

- Liaise with incoming production companies as required and provide a high level of customer service to all venue users.
- Assist venue hirers to realise their technical and/or lighting requirements given the venue's capabilities.
- 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.
- To assist in the training and skill development of tech staff and to ensure the team has adequately trained lighting techs to fulfill ongoing show requirements.
- Create lighting designs as required.

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 work experience students, interns and casual staff, as well as the induction of visiting companies.
- Competently support colleagues in other areas by gaining a working knowledge of all tech equipment and processes and work effectively as part of a team.

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 Production companies and producers Community arts organisations and groups Suppliers & Contractors |

SKILL REQUIREMENTS

Essential Criteria

- Formal training in technical theatre or a minimum of 3 years industry experience in a venue.
- 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 spaces.
- Ability to interpret and draw lighting and staging plans/sections to scale using a CAD package.
- Experience of leading an effective, motivated team in a demanding environment.
- Demonstrated experience in implementing WHS principles and regulations, including risk assessments, safe work procedures and policies.

Desirable Criteria

- Broad knowledge and experience of other stage craft including sound, staging, flying and rigging.
- Experience in the use of Microsoft Office, Microsoft Teams, Vectorworks and other software/database programs relevant to this position.
- Experience in maintaining theatrical equipment.
- Electrical licence and/or basic rigger's ticket
- 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.
- Demonstration of mature and professional behaviours which contribute to a positive team and work culture.
- 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.