



THEATRE ROYAL

SYDNEY

The **Technical Supervisor** will play a key role in the technical delivery of the Theatre Royal refurbishment and grand reopening. Once the theatre is operational, they will work alongside the Staging Supervisor and support the Technical Manager to ensure that the building and internal systems are maintained to the highest standard both back and front of house. At all times ensuring venue hirers are supported to deliver the highest quality production values in a safe and timely manner.

As part of the technical team, the Technical Supervisor will contribute to the success of providing consistent, memorable and world class experiences to all stakeholders. As such, this role may be required to work flexibly depending on each production's requirements and performance schedule. This will include evenings and weekends.

This is a **full-time role**. For further information about this role, please refer to the **Position Description** below.

To submit your application, please submit your current resume to trsrecruitment@trafalgarentertainment.com.au with the Subject Line *Technical Supervisor Application* by **Monday 12th July 2021, 5:00pm**.

Early applications are encouraged as suitable candidates may be invited to attend an interview prior to the closing date.

Applications are open to those with full working rights in Australia. Trafalgar Entertainment is an Equal Employment Opportunity Employer.



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Position Description

POSITION: Technical Supervisor
REPORTING TO: Technical Manager

Job Function:

The Technical Supervisor plays a key role in the technical delivery of the Theatre Royal whilst also ensuring that the building and internal systems are maintained to the highest standard both back and front of house. At all times ensuring venue hirers are supported to deliver the highest quality production values in a safe and timely manner. They support the Technical Manager in all aspects of the department's activities. The Technical Supervisor should have a strong working knowledge of lighting and audio-visual systems in order to facilitate the integration of touring systems into the Theatre Royal.

Key Responsibilities:

External Hires and Productions

- To facilitate the efficient running of all productions and venue hires, responding to the needs of the producers, creatives and production staff as required, on a daily basis.
- To ensure the safe and efficient bump in, show season and bump out of all productions, including carrying out the induction of production staff into the building and ensuring that all Work, Health & Safety guidelines are clearly communicated and followed.
- To provide technical and lighting services, when necessary or appropriate, for external events, hires and workshops.
- To communicate in advance with incoming hirers to assess and facilitate their requirements, providing any support or documentation they require.

Building Maintenance

- To help ensure the safe and efficient operation and maintenance of all electrical equipment and stage machinery and located in the theatre and to assist the General Manager and Technical Manager in arranging both periodic maintenance inspections and repairs and maintenance as required.
- To work closely with the Staging Supervisor and Technical Manager in implementing planned preventive maintenance, co-ordinating maintenance cover, and assisting and overseeing service maintenance contractors while on-site.
- To work with the Technical Manager & Staging Supervisor maintaining and regularly inspecting the counterweight fly system.
- To carry out daily visual inspections of the building and to report any damage and maintenance issues to the General Manager and Technical Manager.
- To carry out general maintenance and repairs, as required.
- Play an active role in ensuring excellent contractor and Dexis facilities team relationships.
- To ensure that general maintenance of building lighting in the theatre is carried out within the agreed parameters.
- To ensure the safe, tidy and efficient use of the storage areas within the theatre.



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Work, Health & Safety

- To actively engage with Work, Health and Safety and other regular Operational Meetings.
- To adhere to all Work, Health & Safety procedures to minimise the risk of injury and accidents.
- To report any incidents, accidents and near misses to the Theatre Management.
- To assist in completing departmental risk assessments and ongoing document and procedural review.
- Play an active role as part of the venue's Emergency Response Team and to ensure the safe execution of the Emergency Response Procedures Manual
- In the absence of the Technical Manager play an active role in Dexu's Emergency Planning Committee (EPC)
- To attend and lead Work, Health & Safety training, as required.

General Duties

- To assist the Technical Manager in raising purchase orders for authorisation by the General Manager.
- Ensure weekly timesheets are complete and submitted in a timely manner.
- To assist the Technical Manager in completing the department's other general administrative duties, including formulating the department's roster and completing production paperwork.
- To support the Technical Manager in ensuring business and departmental objectives are achieved through the team.
- To represent the theatre in a professional manner at all times, providing excellent internal and external customer service to company colleagues, visiting production staff and building contractors.
- To attend training courses, as required, and take responsibility for ongoing professional development.
- To complete any other delegated task that may assist the company in achieving its business objectives, as required by the General Manager or Technical Manager.

Person Specification

The role of Technical Supervisor can be both exciting and fulfilling. It requires a person who is not only highly motivated, but who has the experience and ability to work on their own initiative, while forming part of a close team, whom they help to motivate to achieve excellent levels of service to the venue and to its customers.

The Technical Supervisor must be flexible and capable of responding to the demands of a world class venue, where the challenges have the potential to change on a daily basis. The position requires pro-activity and a willingness to seek solutions to any issues as they arise.

The Technical Supervisor must be able to demonstrate excellent levels of lighting and audio-visual knowledge. Basic venue maintenance skills will also be required. Crucially, the Technical Supervisor will consistently demonstrate a desire to learn new skills and to develop themselves professionally, to ensure that they make an ongoing contribution to the success of the venue.