

## POSITION DESCRIPTION

**Position:** Technical Coordinator (Lighting)

**Contract:** Full Time, Ongoing

**Reports to:** Head of Production

**Commencement date:** Immediate

---

## POSITION PURPOSE

Technical Coordinator (Lighting), under the supervision of the Technical Manager (Lighting), facilitates the successful delivery of lighting and other technical services to a consistently excellent and safe standard for Queensland Ballet's performance seasons.

In addition, this valuable member of the Production Department coordinates the maintenance and upkeep of Queensland Ballet's production assets and equipment to ensure they are safe and effective.

## REPORTING RELATIONSHIPS

This position reports to the Technical Manager (Lighting) and liaises directly with the Director of Production Services, Head of Production and Technical Manager (Staging) as needed.

The Technical Coordinator (Lighting) supervises casual employees and contractors.

## WHAT WE ARE LOOKING FOR

You will be a flexible, detail oriented and dependable team player ideally with a technical theatre background and a passion for the Arts and/or ballet. The role requires a motivated self-starter, with a hands-on approach to production and the ability to work collaboratively with others, applying a proactive solution focussed approach.

## RESPONSIBILITIES

### Lighting Role & Coordination

- In consultation with the Technical Manager (Lighting), coordinate the Lighting team for each Queensland Ballet season, tour and any other events.
- Perform various production lighting roles within the Lighting Department, including but not limited to Head Electrician, Lighting Console Operator and Deputy Head Electrician.
- Facilitate effective and cooperative inter and intra departmental work relations within the company.
- Coordinate the implementation and maintenance of Lighting Department Work, Health and Safety policy, procedures and practices. Advise the Technical Manager (Lighting) and other Production Staff to ensure the appropriate risk management processes and Work Health and Safety procedures are created and applied to each production and Lighting Department activity.

### Lighting & AV Coordination

- With the Technical Manager (Lighting), coordinate the pre-production planning and preparation through to execution of each Queensland Ballet production to ensure the safe installation, operation and maintenance of all lighting and AV related assets of Queensland Ballet, and maintain associated records.
- Construct and maintain any set electrics, lighting or special effects required for new or remount productions including supplying substitute rehearsal elements.
- Make recommendations and coordinate the execution and/or outsourcing of audio visual content and equipment for Queensland Ballet productions.
- Maintain a complete Lighting Department inventory and archive of each Queensland Ballet productions, tours or major events including plans, documentation, plots, and photos.
- Coordinate and make recommendations relating to the repair and maintenance of all Queensland Ballet electrical equipment, including facilitating testing and tagging.
- With the Technical Manager (Lighting), coordinate the hire of company equipment in collaboration with Head of Production, and keep records accordingly.
- Assist the Production Department in the planning, budgeting and management of each production.
- Attend production meetings and rehearsals as necessary.

#### **KEY CRITERIA**

1. Tertiary qualifications or relevant experience in technical theatre or a related field combined with a minimum of 2+ years' experience in entertainment lighting roles.
2. Excellent written and verbal communication skills, combined with the ability to effectively maintain relationships with internal and external stakeholders.
3. Demonstrated strong administrative skills in maintaining technical databases, file management, proficiency in Microsoft suite and experience with CAD software.
4. Demonstrated knowledge and experience in the creation, implementation and monitoring of Work Health and Safety procedures.
5. A keen ability to multi-task, collaborate and to thrive in a busy environment.

#### **DESIRABLE CRITERIA**

- Competency - In-service safety inspection and testing of electrical equipment.
- Manual Drivers Licence.
- Safe work at heights training.

#### **ABOUT QUEENSLAND BALLET**

Queensland Ballet is a vibrant, creative company which connects people and dance across Queensland. We offer a program of world-class productions of the best classical ballets and inspired contemporary dance works. The Company engages renowned choreographers and designers from around the world and nurtures emerging local talent by presenting exciting new works in an intimate studio series. With a culture of creativity and collaboration, complemented by an active program of engagement with our communities, Queensland Ballet has become the central hub for dance in the State. Our dancers are acclaimed for the technical excellence and versatility, and our annual program offers diversity in style, audience focus and geographic reach, with up to 100 performances in Brisbane and tours to regional Queensland.

When we open our doors, we welcome home all in our community. Our three homes form the foundations of our Artistic, Academy and Community pillars. We have designed each home with people at heart.

**Thomas Dixon Centre** — our headquarters and home to our artists and arts workers. The facilities at Queensland Ballet's home in Thomas Dixon Centre in Brisbane's West End allow the Company to offer a full range of training and community access programs, including public dance classes. The TDC Studio Theatre is a 356-seat venue with full stage and backstage areas.

**Queensland Ballet Academy** — home to our arts students and teachers. We are committed to providing a pathway for young talent through the Queensland Ballet Academy. Queensland Ballet is dedicated to the pursuit of artistic excellence, dance education and innovative presentation of classical repertoire.

**The Roy and Nola Thompson Production Centre** — will be home to our arts makers. With bold and confident ambitions for the future, we proudly build upon the legacy of many creative and gifted artists who have been part of the Company's rich history since 1960 as we continue to create magic and enrich lives with the development of Queensland Ballet's Production Centre.

## OUR VALUES AND PRINCIPLES OF COMMITMENT

With bold intentions to be unconstrained we will create magic and enrich lives by delivering across four core pillars: Artistic, Academy, Arts for All and Cultural Spaces.

Influenced by five core values and our principles of commitment, all that we do and all that we will remain true to the four core pillars.

1. **Brilliance:** We are world class in all that we do – we inspire excellence on stage, in studio, in business and in community.
2. **Creativity:** We are creative in every endeavour – we nurture our artform, artists, students and arts workers by exploring possibilities and responding to opportunities with agility.
3. **Passion:** With Queensland in our hearts – we celebrate our diversity, our heritage and our love of the artform through heartfelt connections.
4. **Wellbeing:** We promote wellness across society – we pledge to make a positive impact across all dimensions of wellbeing; social, cultural, emotional, physical, environmental and intellectual.
5. **Integrity:** We commit to Sustainable practice – we foster a culture of ethical behaviour that is anchored in community, integrity and legacy.

## GENERAL INFORMATION

### Recreation Leave

20 working days per year (pro-rata)

### Personal/Carer's Leave

Ten working days per year (pro-rata)

### Probationary Period

Six months from commencement.

### Hours of Work

Nominally 38 hours per week Monday to Friday but the appointee may be required to be available to work other hours and on weekends as required. Some inter and intra state travel may also be required.

## Salary

Salary will be negotiated with preferred candidate. Superannuation is paid into the superannuation fund of your choice, currently at the rate of 10%.

## Benefits

Queensland Ballet provides a supportive and collaborative team environment combined with the opportunity to play an integral role in a dynamic and progressive organisation that is paving the way for the future of Ballet in Queensland. Our employees have access to weekly dance classes and various other health and well-being initiatives.

## APPLICATION PROCESS

To apply for this position please forward a covering letter, current resume and a short statement addressing each selection criteria via email to: [joinus@queenslandballet.com.au](mailto:joinus@queenslandballet.com.au).

Please note that referees will be sought from candidates following the interview process. Applications close **10am, Monday 30 May 2022**. Applications received after this time may not be considered.

For further information or for a confidential discussion please contact the Head of Human Resources on (07) 3013 6666. We respectfully advise that no agency applications will be considered at this time.

Queensland Ballet acknowledges the traditional custodians of the land on which we work and perform. Long before we performed on this land, it played host to the dance expression of our First Peoples. We pay our respects to their Elders – past, present and emerging – and acknowledge the valuable contribution they have made and continue to make to the cultural landscape of this country.

*To reflect the diversity of the communities and people with whom we engage, we seek to hire a workforce that is both representative and diverse. With a focus on inclusion, accessibility, and flexibility, we are committed to supporting you in your career with Queensland Ballet.*

*Queensland Ballet is committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are adhered to during the application and interviewing process. Certain roles may require that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people.*