

## Position description

### Technical Coordinator

<b>Department/Unit</b>	Academy of Performing Arts Operations
<b>Faculty/Division</b>	Vice-Chancellor and President
<b>Classification</b>	HEW Level 5
<b>Work location</b>	Clayton campus
<b>Date document created or updated</b>	23 June 2015

### Organisational context

**Monash** is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu)

The Portfolio of the **Vice-Chancellor and President** is responsible for: high level of coordination for, and management and advice to, the Vice-Chancellor, leadership in the management and delivery of key strategic and cross portfolio initiatives, University level governance, University-wide marketing, communications and student recruitment activities, strategic communications, external relations and coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor, leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

**Monash University Academy of Performing Arts (MAPA)** is a multi-purpose portfolio within the University. It works with the Sir Zelman Cowen School of Music and the Centre for Theatre and Performance (both located within the Faculty of Arts) to provide development funding and professional production support for student and staff performance projects; it manages the University's major performing arts infrastructure as an income-generating business; and it produces a calendar of events which position Monash University as a major contributor to the cultural life of Greater Melbourne, and to Australia.

### Position purpose

The Technical Coordinator plays a critical role as part of the technical services team at the Monash University Academy of Performing Arts (MAPA) providing creative and technical assistance to MAPA's venues and programs. The role is responsible for the provision of technical support pre, during and post events and supervision/training of other technical staff.

**Reporting line:** The position reports to the Technical Services Manager who will provide general direction

**Supervisory responsibilities:** This position provides day to day supervision of up to 40 casual technical staff and contractors as required

**Financial delegation and/or budget responsibilities:** Not applicable

## Key responsibilities

1. Undertake management of a remote workforce of up to 40 casual technical staff by:
  - Rostering technical staffing on events, including managing and updating changes to rosters as required
  - Approving weekly casual timesheets
  - Overseeing and carrying out training with a focus on quality technical processes and safe work practices for clients, technical staff and other staff as required
  - Undertake induction for new technical staff
2. Analyse equipment audit reports and prepare detailed maintenance plans for the venues, in consultation with the Manager, Technical Services
3. Build and maintain relationships with key stakeholders both within the University and externally, providing support, recommendations and advice to all venue stakeholders
4. As directed by the MAPA General Manager, act as the Manager, Technical Services, in their absence, and provide administrative support, guidance, problems solving, client support and day-to-day supervision of the Technical Support team and its operations
5. Coordinate technical assistance pre, during and post event including the planning and delivery of appropriate technical services, procurement of technical services and equipment, finding solutions to specific production requirements and addressing issues that may arise
6. Providing expert technical support for events and provide technical operations support including stage mechanics, lighting and audio, on events as required

## Key selection criteria

### Education/Qualifications

1. The appointee will have:
  - an Associate Diploma in in a relevant discipline with relevant work experience in Audio, Electrics or Mechanics within a theatre environment, or
  - an equivalent combination of relevant experience and/or education/training

### Knowledge and Skills

2. Extensive technical production experience within professional theatre, music, festival or venue industry; knowledge of production requirements for live theatre, touring, large scale events
3. Demonstrated experience managing and developing effective teams including experience in rostering of permanent and casual staff
4. Ability to work independently with limited direct supervision at times and as an effective member of a team and if required to provide effective supervision and on the job training to team members
5. High-level communication skills, including the ability to interact with and maintain constructive working relationships with a diverse range of internal and external stakeholders
6. Ability to exercise a degree of initiative, judgement, problem solving and extensive diagnostic skills
7. Good computer literacy, including the ability to learn and adopt new software packages as required
8. Sound understanding of occupational health and safety policies and procedures and Standard Operating Procedures (SOPs) relevant to a live theatre environment

## Other job-related information

- Travel (e.g. to other campuses of the University) may be required
- Overtime and out of hours work (including evenings, weekends and public holidays) will be required
- There may be peak periods of work during which the taking of leave may be restricted

## Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.