

Position Description – Manager, Lighting

About Arts Centre Melbourne

Situated in the heart of Melbourne's cultural precinct, Arts Centre Melbourne (ACM) presents world-class performing arts in a year round exciting program. Experience Australia's best performing arts companies and exceptional international productions, alongside celebrations of comedy, cabaret and popular music.

Our values describe behaviours we will demonstrate in our interactions with Visitors, Presenters, Government and each other: Leadership, Creativity, Inspiration, Inclusivity, Integrity.

About the Business Unit

The Production department sits within the Performing Arts pillar and comprises of a team that delivers production services for ACM across Staging, Lighting, Audio, Broadcast, Wardrobe, Stage Management, and Safety/Training to enable the safe and efficient delivery of events across all of our venues and spaces.

The Production Team is responsible for meeting the Trust's strategic aims to:

- 1) undertake a series of events of world significance every year
- 2) Incorporate and promote innovation and style in the development and delivery of our programs, ensuring their relevance to Melbourne, Victoria and Australia
- 3) Develop and utilise all our assets, working across our whole estate externally and internally, and linking the experience of the Arts Centre through to the Bowl
- 4) Grasp the opportunities for arts and culture within the digital sphere
- 5) Have a collaborative approach to working with our partners, seeking to promote the most the most significant achievements possible
- 6) Establish a leading reputation for excellence in theatre technical training, management and leadership

About the Position

Primary Purpose	<p>As a senior member of the Production team, the Manager, Lighting will be responsible for:</p> <ul style="list-style-type: none"> • All aspects in the planning and delivery of lighting operations for performances and events across the precinct and other performing areas as directed by the Senior Manager, Venue Operations. • Provide a key leadership focus for the team of lighting technicians in the areas of operational effectiveness, skills, professional development, training and motivation. • Ensuring the safe and effective running of the lighting systems and operational processes, maintaining the highest quality of performances and events to all presenters and hirers.
Reports to	Senior Manager, Venue Operations
Direct Reports	<p>Supervisors, Lighting Senior Technicians, Lighting Technicians, Lighting Lighting System Specialist Casual team of Technicians - Lighting</p>

Key Relationships	Internal Production Managers, Presenter Services team, Programming, Marketing, Development, IT and Facilities teams
	External Presenters, Hirers, artists, other venues, suppliers
Position Type	Full Time
Salary Classification	Band 4.2
Financial Delegation	As per the current Financial Delegation Policy

Key Criteria	
Qualifications	Relevant professional or tertiary level qualification in lighting systems technology, or equivalent professional experience. Desirable: Certification in Training & Assessment
Experience	<ul style="list-style-type: none"> • Extensive experience managing and developing a team within a theatrical and event production lighting environment. • Extensive knowledge and experience of event production and backstage operations, specifically in: <ul style="list-style-type: none"> ○ computer control systems and current lighting equipment ○ creating and delivering theatrical and event lighting designs ○ writing clear and concise briefs toward capital works and venue development projects • Extensive experience in event production planning and delivery within the entertainment industry • Experience in development and implementation of business plans with regard to developing the lighting department's objectives and goals • Ability to read, create and interpret technical drawings plans and specifications • Ability to keep detailed written and electronic records. • Knowledge of OH&S legislation and regulations; and experience in the application of OH&S practices • Good working knowledge of Vectorworks and WYSIWYG software • Ability to develop and maintain strong relationships with internal and external stakeholders.
Other (i.e. legal or physical)	<ul style="list-style-type: none"> • General office work with a strong emphasis on computer usage and site work while maintaining safe OH&S practices is required including outdoor and remote locations when required. • May be required to work at height. • Must be physically able to lift and carry technical equipment • Maybe required to travel from time to time to attend industry events and seminars. • Have the ability to make quick decisions under pressure. • Flexibility of working hours is required to embrace the responsibilities of the role and the demands of the events and services provided by the technical team to a variety of stakeholders. Working hours can be over seven days per week at various times (including evenings, weekends, overnights and public holidays).

Accountabilities

- Ensuring that the lighting team are fully briefed for upcoming productions and venue operational updates and details, regular team meetings are scheduled and delivered, with any issues followed up and resolved in a timely fashion.
- Provide front line technical management of all venues and performance spaces
- Ensure all work is carried out in accordance with the obligations outlined in relevant workplace health and safety legislation and regulations, and Arts Centre Melbourne's policies and guidelines.
- Prepare and review risk assessments for productions and events in consultation with wider Production team and notify, update and communicate outcomes promptly.
- Day to day line management and efficient rostering and labour recovery of the Lighting team.
- Preparation of detailed and high quality reports in relation to lighting capital works projects, venue development initiatives and other projects as assigned by the Technical Director.
- Providing exceptional customer service, advice & liaison and on-going relationship management with presenters and hirers.
- Preparation of budgets and procurement activities of lighting related equipment and services.
- Providing advice and support to presenters and hirers in the delivery of lighting services.
- Collaborate with team members to provide detailed cost estimates, schedules and other technical information required for lighting services for all productions and events
- Ensuring the lighting equipment is well maintained, prepared and serviceable with responsibility for managing service contracts in consultation with the Facilities team.
- Development and delivery of the Lighting team's training and development plans in consultation with the Manager, Technical Training & Development
- Develop the business and grow utilisation for Lighting related opportunities across the business including responsibility for the success of the Production Pre Visualisation Studio

Decision Making

- A high level of autonomy is required within this role with the ability to make strategic decisions within the scope of the assignment.
- The incumbent will be required to balance the often competing enquiries and immediate demands of internal and external stakeholders.