



# TECHNICIAN (MAPA)

<b>DEPARTMENT/UNIT</b>	Monash Academy of Performing Arts
<b>FACULTY/DIVISION</b>	Vice Chancellor and President
<b>CLASSIFICATION</b>	HEW Level 5
<b>WORK LOCATION</b>	Clayton and Peninsula campus

## ORGANISATIONAL CONTEXT

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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 Academy of Performing Arts (MAPA)** is a multi purpose centre within the University. MAPA manages the University's major performing arts infrastructure as an income generating business across five venues; it programmes an annual season of events which position Monash University as a major contributor to the cultural life of Greater Melbourne and Australia; and provides development funding and professional production support for student and staff performances within the Faculty of Arts. The Ian Potter Centre for Performing Arts operated by MAPA and opening in 2019 heralds a new era of performing arts facilities at the Clayton campus which further enhance Monash's commitment to supporting growth in the performing arts in Melbourne's south east, by providing state of the art facilities to world class professional productions, students, schools and community groups.

## POSITION PURPOSE

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The Technician plays a critical role as part of the technical team at Monash University Academy of Performing Arts (MAPA) providing creative and technical assistance and advice to MAPA's venues and events. The role is responsible for the provision of professional technical support before, during and after events presented in MAPA venues. The role includes supervision and training of MAPA casual technical staff including hirers' staff, and leading event teams.

**Reporting Line:** The position reports to the Technical Manager under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

## **KEY RESPONSIBILITIES**

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1. Provide technical operations for productions and events coming into MAPA venues including stage mechanics, lighting and audio visual, ensuring that technical needs are delivered professionally and in a safe and efficient manner. This includes setting up and operating technical equipment and stage mechanics, assisting with bump-in and bump-out and preparing post event activities as required
2. Provide technical assistance to events by liaising before, during and after events with both internal and external stakeholders, in order to plan and deliver appropriate technical services and assist with providing recommendations and addressing any specific production requirements that may arise
3. Lead and supervise in-house casual event technical teams and represent MAPA to its clients
4. Oversee the technical delivery to venue client's representatives and staff during the period of venue hire, with particular focus on quality technical execution and safe work practices
5. Ensure venue and all technical equipment in the venues are in safe working order prior to all events and provide general maintenance within the Technician's qualifications as required
6. Building and maintaining excellent working relationships with key stakeholders both within the University and externally, providing support, recommendations and advice to the Technical Manager, and all venue stakeholders

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - An Associate Diploma 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. Excellent all round knowledge of theatre technical areas with specialist expertise and experience in at least one of the three major theatre technical disciplines: lighting, audio visual or mechanicals
3. Excellent written and verbal communication skills, highly developed interpersonal skills and the ability to develop and maintain construction work relationships at all levels across a diverse range of colleagues and stakeholder groups
4. Ability to exercise a significant degree of initiative, judgement and problem solving and extensive relevant diagnostic skills
5. Excellent computer and IT literacy including the ability to learn and adopt to new software packages, including specialist theatre technology equipment
6. High degree of understanding of occupational health and safety policies and procedures and standard operating procedures relevant to a live theatre environment, and ability to resolve safety issues as they arise
7. Ability to provide effective supervision and on the job training to casual staff and client representatives
8. Ability to work independently with limited direct supervision as an effective member of a team

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **LEGAL COMPLIANCE**

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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.