



WA Venues & Events Pty Ltd

POSITION DESCRIPTION

Position:	Venue Head of Lighting
Location:	Perth Concert Hall
Underlying award:	Live Performance Award 2020
Classification level:	Eight (8)
Effective Date:	August 2022

1. PURPOSE OF POSITION

The Venue Head of Lighting is a team leader that delivers the highest quality in technical services. The person will be a highly skilled technical operator and have an advanced understanding of relevant equipment and systems. The position is customer focussed and supports performers to achieve excellence in their field. The Venue Head of Lighting upholds relevant technical and WHS standards and contributes to the ongoing development of WHS awareness at the Perth Concert Hall (PCH). This position contributes to the management, development, maintenance and security of the technical equipment at the PCH.

2. KEY RELATIONSHIPS

Reports to	Operations Manager
Direct reports	Stage Manager / Duty Technician
Key relationships	General Manager Deputy General Manager Maintenance Officer Technical staff Events Manager Venue Hirers

3. VALUES

BEHAVIOURAL REQUIREMENTS

EXCELLENCE	Our pursuit to be the best never ends.
PASSION	We love what we do and share this enthusiasm with others.
TEAMWORK	We are better when we're together.

4. KEY RESPONSIBILITIES

	<ol style="list-style-type: none"> 1. Customer Service 2. Technical Operations 3. Teamwork 4. Health & Safety 5. Other
Customer Service	<ul style="list-style-type: none"> ▪ Deliver a high level of customer service, and contribute to a customer service culture.
Technical Operations	<ul style="list-style-type: none"> ▪ Provides technical services of the highest standard within budget and time constraints ▪ Supervision of other technical crew and contractors. ▪ Interpreting presenters' artistic requirements so as to provide technical services to meet their needs ▪ Maintenance of all venue lighting equipment.

	<ul style="list-style-type: none"> ▪ Maintain and develop effective documentation of show and system settings. ▪ Provide feedback to Operations Manager on all technical matters (Staff, Equipment, Maintenance)
Teamwork	<ul style="list-style-type: none"> ▪ Contribute to consistent and effective leadership of crews/staff while working within and maintaining an effective team environment and culture ▪ Participate with all back of house staff to deliver services effectively by working as part of a multi-disciplinary crew when required. ▪ Training and rostering of other lighting crew.
Health & Safety	<ul style="list-style-type: none"> ▪ Comply with the Workplace Health and Safety policies, procedures, safety rules and Safe Working Procedures ▪ Ensuring technical requirements for shows/productions are delivered safely; making WHS a high priority for all Production Services employees. ▪ Complies with venue Emergency Management processes and procedures
Other	<ul style="list-style-type: none"> ▪ Participate in any training scheduled. ▪ Other duties as directed within the skills and capabilities of a position at this level.

5. CORE COMPETENCIES

a) Skills:

- Demonstrated ability to work cooperatively within teams and across multiple disciplines to ensure completion of work
- Good oral and written communication skills, well-developed interpersonal skills
- Advanced computing skills (MS Office, Outlook etc.) and the ability to use standard software and learn in house systems.
- Liaise with contractors as necessary (quotes, inspections)
- Assist with technical staffing requirements

b) Qualifications and Certifications:

- Relevant tertiary qualification (i.e. advanced diploma or higher) or five (5) years industry experience
- Possession of relevant licences
- Current Police Clearance Certificate
- Test and Tag Training
- Senior First Aid Certificate

c) Knowledge:

- Possesses an advanced understanding of theatre terminology, etiquette and theatre craft.
- Proven knowledge of all equipment relevant to position

d) Attributes:

- Physical fitness, agility and ability to work at heights and in confined spaces
- Willingness to abide by PCH policies, particularly WHS procedures and how to comply with them, including manual handling techniques.