



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

Theatre Technician

Whitefriars College, a Catholic school in the Carmelite spirit and tradition, is a faith learning community wherein all members, *'gradually learn to open themselves to life as it is, and to create in themselves a definite attitude to life as it should be'* (*The Catholic School*, n31). The words of Jesus, *'I have come that you may have life and have it to the full'* (John 10:10) and *'As the Father has loved me, so I have loved you'* (John 15:9) provide the basis for all that we do.

The Whitefriars College Mission and Values Statement *'reflects the tradition of the Carmelites who actively seek to live in God's presence by walking in the way of Jesus Christ', 'aims to empower young men to live with integrity through experiences of community and prayer and a sensitivity to justice' and 'assists them to take their place in society as a valued individual, alive with the wisdom of the Gospel.'* This statement is integral to every position of leadership in the College.

Commitment to Ethos

All staff in Catholic schools have an indispensable role to play in furthering the mission of the Church. It is expected, all employed in a Catholic school:

- accept the Catholic educational philosophy of the school
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work
- by their teaching ministry, other work and by personal example strive to help students and families in their faith formation to understand, accept and appreciate Catholic teaching and values
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act
- comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, and activities directed at the broader aims of the College.

Whitefriars College is a Child Safe School

Whitefriars College provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning to ensure that everyone understands and is compliant in their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

Overview

The operation and management of the Theatre audio and lighting systems, College audio systems, and technical support for functions and performance events are the primary responsibility of this role.

The Theatre Technician is directly responsible to the Learning Leader - Performing Arts and ultimately responsible to the Principal.

Attributes and Competencies

The Theatre Technician is expected to exhibit the following attributes and competencies:

- A strong practical base of experience operating and designing lighting systems
- A strong practical base of experience operating and designing both digital and analog audio systems
- Ability to work in both dramatic and music performance contexts
- Ability to work as an effective member of a production team
- Able to work with students in developing their skill and work practice in operating and designing audio and lighting systems
- Able to plan and design systems that comply with current safety standards and with industry work practice
- Able to work to a deadline

Key Responsibilities

The Theatre Technician's primary role is to ensure the smooth design and running of audio and lighting systems for College events. The role reports directly to the Learning Leader - Performing Arts and indirectly to the Principal. The role also works in collaboration with the Performing Arts Administrator and Performing Arts Ensembles Leader, and with the Daily Organiser and VET VCE Music Industry Convenor.

Duties

- **Event technical support**
 - As required, liaise with event coordinators to provide appropriate support for performance events
 - Operate audio systems for Whole College assemblies
 - As required, ensure that audio systems in the Healy Wilson Theatre, Healy Wilson Functions Rooms, and McPhee Gym are operational for classes, lectures, house meetings, staff meetings and other staff bookings
 - Supervise and train student operators for all of the aforementioned spaces.

- **Performance production support**
 - In consultation with Learning Leader - Performing Arts, Ensemble Coordinator, or the relevant production team, provide technical direction on necessary audio and lighting requirements for performance events
 - Organise bump in and bump out crews for events and ensure that systems are operational within the designated time frame
 - Organise technician crews for events, ensure that technicians have the appropriate training, experience and support to adequately meet production requirements.
 - As required, run technical rehearsals for events to ensure that systems are operating correctly and that technicians are adequately prepared
 - As required, operate as technical liaison between the College and hired performance venues

- **Manage College audio and lighting systems**
 - Ensure the operational readiness of the Healy Wilson Theatre, Healy Wilson Functions Rooms, Music Practice Rooms, Music Classrooms and McPhee gym audio and lighting systems. This will include:
 - Ensuring that systems are up to date, functional and effective, and with regard to the VET VCE Music Industry (Sound Production) course, are appropriate learning spaces making use of current industry practice equipment and operation techniques
 - Liaise with IT to ensure that video and audio and lighting systems integrate effectively
 - Conduct or organise repair or replacement of faulty equipment
 - Ensure correct calibrations of spaces for optimal sound and lighting
 - Ensure ease of use of systems such that student and novice operators can successfully use the spaces
 - Conduct Job safety Analyses (JSA) in each space and develop Standard Operating Procedures (SOP) for common work tasks
 - Conduct WHS audits and ensure that spaces are worksafe compliant
 - Train relevant student and staff operators
 - In consultation with the Performing Arts Administrator, make appropriate bookings to lock out times for maintenance, bump in or bump out for events, training or work practice sessions.
 - Be available to consult with event organisers on the technical requirements for their event.
 - Ensure the operational readiness of relevant audio and lighting equipment. This will include:
 - Ensuring that support systems are functional, relevant and appropriate to meet the technical requirements for events. In the case where equipment is deficient, organise through the relevant budget the purchase or hire of additional equipment to meet production requirements.
 - Conduct or organise repair or replacement of faulty equipment
 - Maintain a current inventory of Performing Arts equipment
 - Organise purchase of expendable items (batteries, lamps, gels, tape, etc.)
 - Manage the equipment inventory across all events, particularly with regard to concurrent events requiring support.

- Develop Standard Operating Procedures (SOP) for transport, storage, installation and operation of equipment
- Ensure audio systems are operational in all performance/rehearsal spaces
- **Learning Area support**
 - Provide specialist classroom support/consultation for curriculum as it pertains to modern performance industry practices and technical skill development.

Expectations

The Theatre Technician at Whitefriars College must be able to:

- Plan and develop systems that allow students to develop current and relevant skill sets for industry employment
- Execute a duty of care for operators, technicians, presenters, performers and audience members
- Collaborate effectively with key stakeholders in ensuring that events are run smoothly and well
- Ensure that systems are operable and meet requirements
- Provide technical direction that is appropriate for the requirements of the event

The position of Theatre Technician will be a yearly appointment for suitably qualified applicant. The role will entail 100 hours of work to be managed by the technician (in consultation with Performing Arts Administrator) to cover off the required duties of the role (it is assumed that some of that time will be scheduled regularly eg 12 hours per week, and other times will be flexible dependent on the requirements of productions). Payment will be at a rate of \$35/hour.



Application

Applicants should submit:

- A covering letter of *no more than one page* outlining why the application is being made for the position
- A response of *no more than two pages* on your ability and experience that will enable you to undertake various aspects of the role
- An up to date Curriculum Vitae
- The names and contact details of three relevant referees.

Applications should be addressed to:

Mr Greg Stewart
Principal of Whitefriars College

and emailed to principal@whitefriars.vic.edu.au no later than **4pm on Friday 22 March**.