



Dandenong Ranges Community Cultural Centre Inc

ABN: 23 672 833 616

Position Description

Position Title: Technician

Status: 4 days (30 hours) a fortnight (0.4EFT), ongoing. Additional shifts may be available as a casual.

Salary: \$30 per hour plus superannuation

Location: Onsite at 351 Glenfern Road, Upwey

Reports to: Technical Co-Ordinator

Supervises: casual or contract theatre technicians as required

Internal Liaison: Burrinja staff, resident artists, café staff

External Liaison: All hirers of the centre, artists, suppliers, contractors, visitors.

Hours: Typically afternoon and evenings to operate shows. Wednesday – Sunday as per roster.

BURRINJA

Burrinja is at the heart of the creative community of the Dandenong Ranges.

Burrinja is a not-for-profit organisation that thrives thanks to the support of Yarra Ranges Council, artists, visitors and our community. We deliver a wide array of cultural experiences to the Dandenong Ranges region and beyond. The 400-seat theatre and 130-seat studio theatre combines professional performers, community and school productions with a range of commercial and other hire events, while three exhibition spaces, artist's studios and cultural development events ensures a vibrant visual and community arts program. Annually, Burrinja supports around 300 activities both inside the facility and outside in the community, reaching approximately 80,000 people annually.

THE ROLE

The role is responsible for the delivery of the audio-visual presentation of performing arts events such as professional music, theatre, circus, dance and school productions with large student casts. The role operates audio, lighting, projection, and supervises and assists with bump-ins and bump-outs.

KEY RESPONSIBILITIES & DUTIES

With the guidance of the Technical Co-ordinator, key accountable areas include but are not limited to:

- Set up and operate audio systems including PA, stage monitors and consoles (both analogue and digital. (including required patching)
- Set up (including rigging, gelling and patching) and operate theatre/ stage analogue and digital lighting consoles. Consisting of LED, intelligent and conventional luminaires.
- Bump in and bump out of general show equipment and set pieces. Assemble and secure such items to be safe and operate correctly throughout the residency of the event.
- Set up and operate AV equipment, such as projectors, monitor screens and associated media players.
- Attend production planning meetings with clients.
- When requested by the Technical Manager; liaise directly with clients when co-ordinating pre-production planning, determining technical requirements and possibilities, utilising both in house and hired in provisions.
- When allocated, perform the function of Technical/Theatre Supervisor.
- Regularly maintain (including test and tag) all technical equipment as directed by the Technical Manager.

SAFETY AND RISK MANAGEMENT

- Ensure all aspects of health and safety relating to theatre operations are adhered to. This includes clients and client's crew, operating any equipment or delivering the event in any way.
- Ensure the safety of equipment or effects at Burrinja and of that brought in by Hiring organisations.
- Take action to rectify any failure or suspected failure to comply with regulations or policies without delay.
- Keep all work areas clean and safe.
- Comply with all relevant legislation and operate and make decisions within the framework of Burrinja policies, procedures, guidelines and delegations ensuring Occupational Health & Safety, workplace behaviours and all aspects of the Burrinja Human Resources Policy and Privacy Policy are adhered to.

RELATIONSHIP MANAGEMENT

- Embody Burrinja's standards for friendly and knowledgeable customer service
- Develop strong positive relationships with all clients and artists through the event delivery process
- Support the broader Burrinja team in the delivery of a broad range of arts and culture events at Burrinja.

INTERPERSONAL SKILLS

- A well-developed ability and commitment to lead, develop options, resolve conflict and problems and work towards solutions, particularly with clients and the staff team.
- Proven ability to communicate sensitively and effectively with people from a wide range of organisations and cultural backgrounds.
- Proven ability to deal professionally and diplomatically with all members of the community including stakeholders, hirers, artists and other high-profile individuals
- Demonstrated skills in independently managing time, setting priorities, and planning and organising work and meeting timelines and ability to work to a high level of efficiency in a busy environment.

DESIRABLE EXPERIENCE

- Tertiary qualifications in theatre technology
- Prior technical experience in a theatre environment

CONDITIONS OF EMPLOYMENT

- Conditions of employment are in accordance with the Burrinja Human Resources Policy & Manual, 2024, the Employment Agreement, and the National Employment Standards.
- Capacity to work out of normal hours or on weekends if required, balanced by a time in lieu system.
- Applicants may be required to undergo a Police Check prior to commencement in the position.
- A valid Working with Children check is required.