

Theatres Manager & Events Technician

Purpose and Outline of Role

The Theatres Manager & Events Technician will be an integral member of the School's Events and IT team. This role is responsible for providing management and hands on technical support, installation, configuration and operation of the School's events spaces, including staging, audio, video and lighting systems, to ensure the smooth set up, running and recording of school activities, events and productions. This role will ensure that all school approved activities and events are of a professional standard and meet the purpose of the event and needs of the audience.

Reporting Relationships

The Theatres Manager & Events Technician will report directly to the Head of ICT and ultimately to the Principal. On a day-to-day basis, they will work closely with other members of staff, including (but not limited to) the Head of Drama, the Head of Music, and the Facilities Manager.

Employment Basis

This is a permanent full-time position during both term time and non-term time. Due to the nature of this role supporting live productions, additional hours will be required outside of normal working hours, to attend a range of school activities and events. The commencement date and working hours will be negotiable for the right candidate.

Key Responsibilities

The following list outlines the key responsibilities associated with this role. At times of increased demand, the role may be required to support and assist staging, audio, video and lighting operators and designers, as well as other members of the IT team. Additionally, the Principal (or delegate) may assign further duties as needed.

Theatres and events spaces

- Ensure the designated venues are 'event ready' at the specified time with the required resources, equipment and operation.
- Ensure that the required staging, audio, video and lighting equipment is available and operating properly, liaising with appropriate staff members to understand what is needed.
- Ensure that staging, audio, video and lighting equipment is available during the event or function or performance and that the equipment is safely packed up and secured at conclusion.

- Liaise with the School's operations and timetable managers to ensure the event spaces are available for the adequate set-up, running and pack-up of scheduled school activities, events and productions.

School productions and curriculum events

- Understand and support the technical and production requirements for each event.
- Arrange for staging, audio, video and lighting equipment to be set up, tested and fully functional prior to use
- For a suitably qualified candidate, operate staging, audio, video and/or lighting equipment during the event, as is appropriate for the candidate's qualifications.
- When necessary, arrange for the supply and set up of external staging, audio, video and lighting operators and equipment.
- Supervise the authorised use of staging, audio, video and lighting equipment and ensure users comply to professional code of conduct and practice

Staging, audio, video and lighting

- Maintain event space staging, audio, video and lighting equipment across the school campuses, including general theatre equipment (i.e. curtains, chairs, etc.), projector filters, lamps, cables, adaptors and the like.
- Ensure there is a regular inspection of all theatre and staging, audio, video and lighting equipment with particular attention to WHS requirements and annual maintenance schedules.
- Where appropriate, provide training and support for teaching staff-in using theatres and event spaces and equipment.
- Where appropriate, produce appropriate manuals relating to technical equipment for staff.
- Log any malfunctioning equipment and arrange for its repair and replacement.
- Document maintenance and upgrades of technologies.
- Keep up to date with changing technologies and provide support and solutions for future installations including liaising with installers and the Facility Manager as required.

Management of student technical crew

- Coordinate the training of students in the correct application of production, staging, audio, video and lighting skills, including negotiating teaching sessions with suitably qualified production, staging, audio, video and lighting operators.
- Where possible, as is appropriate for the candidate's qualifications, provide training to students in technical support for various productions, including on safety issues.

- Manage meetings to arrange the organisation of student technical crew and the allocation of duties.
- Liaise with other members of staff regarding students' commitments to technical crew.
- Support technical crew during rehearsals and productions.

Administration and operational functions

- Ensure equipment or technical hire (external) has allocated budget and track expenditure.
- Plan and schedule equipment maintenance, repair or purchase to ensure good working condition.
- Ensure proper storage of equipment and track any loan/return of equipment.
- Liaise with external contractors on delivery, installation, repair or maintenance of equipment.
- Maintain general housekeeping of theatres and venues to ensure professional presentation of venue, storage and working areas.
- Undertake a technical risk assessment for each event and ensure safe working methodology and practices are always applied throughout the venues.
- Identify WHS and security aspects of event productions and work with the event organisers to ensure compliance.
- Evaluate new equipment and make annual recommendation on audio, visual or multi mediate technology for development and/or acquisition.

Post-production and mixing

- When necessary, arrange for the recording, editing, processing, and mixing of school events and activities for streaming and uploading within the school community, as well as for submission in HSC and IB curriculums.

IT Duties and Responsibilities

- Providing ad-hoc and peak-time support to the IT Department by performing various duties as required.
- Log and triage all requests as received, whether they be in person, via telephone, email or other means.
- Respond to all support requests and queries in a timely, friendly, professional and supportive manner, escalating as required.
- Assist in maintaining a welcoming and inviting IT Department.
- Support the rollout of software and systems, including the installation hardware and deployment of images as directed.

- Assist in the accurate maintenance of the IT Asset Register, Music and Drama Resource and Capital Expense Registers, Facilities Register, and the like.
- Perform routine maintenance and repairs to hardware, including replacing parts and installing new equipment.
- Assist with the decommissioning of equipment including disconnection, updating asset lists and relocating to designated storage locations.

Communication

- Liaise with members of IT, Facilities, Business Office, Music and Drama Departments, and the like, to ensure smooth coordination of theatre management and staging, audio, video and lighting tasks for school events.
- Maintain active and effective communication with all event organisers.
- Report on progress at IT team meetings.

Personal Attributes

- Calm, warm, collegial, and professional demeanour.
- Confident, flexible, 'can do' approach with the ability to respond professionally and resourcefully to the unexpected.
- Excellent written and oral communication skills.
- Ability to effectively communicate with all key stakeholders (such as contractors and third-party venue providers).
- High level organisational and planning skills with strong attention to detail.
- Outstanding work ethic, including a willingness to work flexibly when required.
- Initiative, maturity of judgment, resilience.
- Ability and willingness to evaluate and critically reflect upon own professional practice.
- Ability and willingness to contribute positively to the wider life of the school and support its values.
- Genuine and demonstrable commitment to educational excellence and an empathy with the ethos and ideals of Queenwood.

Qualifications

- Relevant tertiary qualifications (eg Diploma of screen and media/ diploma of music production) or equivalent.
- Relevant industry experience and experience in a school setting is preferred but not essential.
- Live performance (e.g. ensembles) / production (e.g. school musicals) experience would be highly regarded.
- Licensing - Scissor lift/EWP, white card, working at heights (preferred).
- Previous IT experience desirable but not essential.

Work, Health and Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.

Concluding Remarks

This position description is intended to give an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Your WWC number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Non-Teaching Staff Application Form: [Employment Non-Teaching Form](#)
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance in NSW.

Applications will be reviewed as they are received, and interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.

Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.