



BRISBANE POWERHOUSE PTY LTD

POSITION DESCRIPTION – TECHNICAL SERVICES MANAGER

POSITION CONTEXT

Having established a reputation of excellence locally and internationally, Brisbane Powerhouse attracts high-calibre artists and arts-workers to perform, exhibit and inhabit the venue, promoting and profiling the city of Brisbane as a creative and attractive destination. Brisbane Powerhouse is a cultural icon providing fresh, edgy and creative experiences for people living in Brisbane, the Greater South East and beyond.

Brisbane Powerhouse accommodates:

- a 560 seat flexible end stage theatre
- a 200 seat apron stage theatre
- a 1000 spectator open stage
- visual arts exhibition space
- 2 restaurants and bars
- rehearsal rooms
- functions spaces

Brisbane Powerhouse activities include:

- presenting international, national and local performing and visual arts
- producing performing arts and touring those productions nationally and internationally
- housing and supporting resident companies / artists

Purpose

The Technical Services Manager is responsible for managing all equipment and fixed support resources of the venue, ensuring that the building and its infrastructure is maintained appropriately and that all theatrical equipment is maintained in first class condition.

This role undertakes regular communication and coordination with the Brisbane City Council Facilities Management services. This position liaises with the Precinct Director and the Head of Production regarding ongoing and long-term purchase decisions including annual capital expenditure. Under the direction of the Precinct Director the successful management of these resources provide a safe and effective service to internal and external, national and international productions, clients and stakeholders.

This position provides general support to the Precinct Director.

This position plays a key role within the Precinct Department by contributing to and participating in the continued development of department systems and procedures.

Reporting Relationship

The Technical Services Manager reports to the Precinct Director

The Technical Services Manager is a peer position of the Functions Manager, Front of House Manager, and Senior Venue Supervisor

KEY ACCOUNTABILITIES or KEY RESULT AREAS:

FACILITIES MANAGEMENT

- Be responsible for the regular and ongoing facilities management and maintenance of the Brisbane Powerhouse Precinct. This is delivered in conjunction with the Brisbane City Council Facilities Management Service and with the support and sharing of duties with the Venue Supervisors and Precinct Coordinator
- Provide technical management support to the Precinct Director in all areas of facilities management and coordinate or undertake all works as required. This includes but is not limited to –
 - Front of House and Precinct lighting systems
 - Access control systems
 - Security systems
 - CCTV systems
 - General building services systems
- Maintain weekly reactive maintenance schedule in conjunction with Precinct Director and Brisbane City Council Facilities Manager.
- Provide technical support and advice to Precinct Director in development of annual capital expenditure, theatre operations and managed assets budgets for both Brisbane Powerhouse and Brisbane City Council
- Under direction of Precinct Director, be responsible for ongoing management of specific Precinct budget areas.
- Plan manage and deliver annual facilities maintenance program in consultation with Brisbane City Council Facilities Management Services and Production Services Department
- Under the direction of the Precinct Director plan, coordinate and undertake a range facility or venue installations as required with the support of the Precinct Department

TECHNICAL MANAGEMENT

- Provide the Production Services Department with resources and support to execute all events staged by and within Brisbane Powerhouse precinct.
- Ensure technical equipment and infrastructure is developed and maintained at a level equivalent to that of comparable venues and within the guidelines of the mission of the Brisbane Powerhouse.
- Research current industry trends relating to technical equipment to ensure resources meet industry and environmentally sustainable standards
- Maintain accurate design drawings of all Brisbane Powerhouse venues. Provide Production Services Department with specific CAD drawings as needed
- Manage technical materials and services budgets that fall within the responsibility of Precinct Department
- Develop, maintain and implement maintenance schedules to reduce down time in key performance spaces
- Plan manage and deliver annual theatrical maintenance program in consultation with Production Services Department
- Assist the Production Services Department in review of technical specification information of the Brisbane Powerhouse in physical and electronic form to provide accurate and timely information to all Brisbane Powerhouse departments, tenants and hirers.

- Under the direction of the Precinct Director plan, coordinate and undertake a range of theatrical installations as required with the support of the Production Services Department
- Act as senior venue rigger if required

ASSET MANAGEMENT

- Maintain technical equipment and consumables inventory, utilising event management software
- Provide advice to Precinct Director to assist in maintenance and implementation of technical asset replacement procedures.
- In conjunction with Precinct Director and Chief Financial Officer maintain Brisbane Powerhouse asset register utilising appropriate software tools

GENERAL

- Carry out role of Fire Safety Advisor for Brisbane Powerhouse Precinct ensuring Brisbane Powerhouse meets regulatory standards and requirements
- In consultation with Precinct Director manage and implement all fire and emergency evacuation procedures and act as Brisbane Powerhouse Chief Warden as required
- Assist in the development, implementation and review of policies and procedures regarding the use of Brisbane Powerhouse equipment by visiting and casual technical staff.
- Support and consult with Precinct Director and Brisbane Powerhouse Work Place Health and Safety Officer in development, implementation and monitoring of work place procedures.
- Ensure all relevant health and safety procedures are adhered to by resident, visiting and casual staff.
- Ensure all equipment operates effectively and all equipment and installation is compliant with relevant legislation including but not limited to -
 - fixed and moveable rigging equipment
 - equipment “test and tagging”
- Execute projects as required by Precinct Director
- Assist in room set-ups and provide Venue Supervision duties as required from time to time due to meet operational and business requirements
- Maybe required to act as On-call Powerhouse Precinct contact as rostered

KEY SELECTION CRITERIA:

- Formal qualifications in technical theatre or associated trade certificate and/or a minimum of 5 years experience in technical theatrical operations either based in a theatre company, large venue or entertainment environment
- Extensive knowledge of all technical theatrical disciplines and responsibilities. Specific knowledge of stage sound, lighting, mechanised and rigging services, electrical and electronic systems and its set-up, operation and maintenance for live theatre & music, touring, festivals, large scale and outdoor events and significant visual arts exhibitions.
- Knowledge of and experience in the management of building facilities management processes and systems
- Ability to manage and develop technical resource, systems and budgets for a busy cultural facility hosting internally produced productions, corporate productions and an emerging national and international touring programme

- Knowledge of and proven ability to develop systems to meet regulatory requirements
- Demonstrated ability to design, plan, budget, coordinate and/or complete theatrical facilities and venue installations and completed related maintenance services.
- Demonstrated understand of general building and facilities services and related trades and ability design, plan, budget and or coordinate installation and repair works and possess the ability to personally complete maintenance works or installations
- Well developed analytical & problem solving skills with ability to develop technical ideas from concept to completion and to effectively manage competing priorities and commitments.
- Excellent time management skills
- Well-developed written and oral communications skills with the capacity to negotiate successfully in purchasing of equipment for Brisbane Powerhouse
- Ability to negotiate with Brisbane City Council staff and a range customers, clients and trade suppliers
- A knowledge of multimedia technology and its application within the entertainment & venues industry
- Computer literacy in all general office software and the ability to utilise specific asset and technical management software including AutoCAD, WYSIWYG or other drafting software
- Ability to work to a flexible time schedule when required
- Outcome focused and posses a high level with of commitment with the ability to identify and contribute to value added services
- Knowledge of Workplace Health & Safety and EEO Issues, Duties & Responsibilities as applicable to this position

DESIRABLE QUALIFACTION/ENDORSEMENTS:

- Open C class driver's license
- O.H.S Cert. Aust. Advanced Rigger
- O.H.S Cert. Aust. Elevated Work Platform (Boom 11 M or more)
- O.H.S Cert. Aust. Forklift Truck – Not Pedestrian Operated
- Restricted Electrical ticket
- "Test and Tag" competency
- Senior First Aid Certificate
- Responsible Service of Alcohol
- Qualified Workplace Health and Safety Officer
- Fire Safety Advisor Qualification