

## Position Description

<b>Position Title:</b>	Technician
<b>Position Title of Supervisor:</b>	Lead Technician - NSW
<b>Reporting to this Position:</b>	N/A
<b>Other roles reporting to supervisor:</b>	N/A

### Position Summary:

Hands on role on site and in the warehouse environment working with lighting and rigging assets with particular focus on prep, return in the warehouse and install, operate and remove on site.

### Essential Responsibilities and Functions:

#### *Projects*

- Preparation of equipment lists, show paperwork and sub hire paperwork.
- Liaise with other departments regarding project requirements.
- Operation of Flex stock control software.
- Preparation of event paperwork, patch sheets fixture addressing and lighting plots.
- Supervision and/or preparation of event equipment.
- Oversee small and medium sized projects while on site.
- Lighting operation as required.
- Client liaison when working on site.
- Follow up equipment return and ensure all short returns are accounted for.
- Direct small groups of technicians on site for install and removal of show.

#### *Factory*

- Supervision and development of warehouse and casual staff on site.
- Assist with training and development of FT technician and casual pool of staff as required.
- Preparation/Return of lighting equipment for hire/production as required.
- Cleaning, maintenance, repair and manufacturing of equipment as required.
- Delivery/Pick Up of equipment from various locations as required.
- Loading and unloading of vehicles.
- Ensuring factory and stock shelves are kept in a tidy and ordered manner.

#### *Other*

- General duties as directed.
- Communicate and assist with associated companies.

## Skills and Experience:

- Current drivers licence, HR preferred but not required.
- Yellow card, White card, EWP, RI preferred but not essential.
- Good leadership skills.
- Knowledge of the entertainment industry and products.
- Basic knowledge of Flex system.
- Some experience with VectorWorks.
- Experience with Microsoft Windows & Office applications.
- Knowledge of OH&S procedures.

## Core competencies:

<b>Collaboration</b>	- Work productively with diverse individuals in a variety of roles.
<b>Manage Change</b>	- Help to develop new approaches or methods on site or in the warehouse environment.
<b>Customer Orientation</b>	- Quickly and effectively solve customer problems on site.
<b>Oral Communication</b>	- Makes directions to others clear and concise. - Communicate effectively with others in the company.
<b>Develop Others</b>	- Shares ideas, information and advice to make other technicians more successful for the business.
<b>Technical Capability</b>	- Demonstrated technical aptitude in lighting and rigging and a drive to learn new equipment.

## Hours of Work:

Full Time Role

9.00am – 5.00pm Monday to Friday however this may change due to operational requirements.

Lunch break of 30 minutes

After hours work and interstate travel may be required.