

## Senior Technical Manager

### About us:

Each September Brisbane Festival unites the city in a celebratory fusion of culture with a thrilling program of theatre, music, dance, circus, opera and major public events such as Sunsuper Riverfire. A \$16 million premier international event, Brisbane Festival is the biggest event of its kind in Queensland with over a million people coming together to join the festivities. With a core staff of approximately 15 and a Board of 10 Directors, Brisbane Festival builds to a peak in September with 80+ staff, 150+ contractors, 350+ volunteers, and 1500+ artists.

### Position Summary:

Position is offered under a contract basis of full-time from February 2019.

An exceptional opportunity exists for a highly motivated and experienced individual to join the Brisbane Festival core technical team. We are seeking a Senior Technical Manager to be part of what promises to be a very exciting Brisbane Festival 2019. Under the leadership of the Technical Director, the technical team will successfully deliver to the highest possible standard the technical requirements of all productions, programs and/or events as part of the Festival.

### Reporting

Reports to: Technical Director

Positions reporting to role: Technical Coordinator, Secondees, Crew and Volunteers.

### Communication

In respect to internal and external relations the Senior Technical Manager shall:

- Liaise with the Technical, Programming, Logistics, Development and Marketing teams and appropriate staff members to carry out your role;
- Liaise with venues, suppliers, touring companies and artists;
- Provide the Technical Director with a weekly report of developments and activities. This may take place in writing or in the form of a meeting;
- Manage a Technical Coordinator and delegated short term contract staff for the duration of the Festival.

### Financial Delegation

- N/A

## Roles and Duties

**1. Assist in shaping the Festival program working closely with the Technical Director, Program Director and Senior Producer;**

- Assist in the scoping of initial budgets and presentation models for the Festival program; and
- Assist in developing technical options in preparation for handover to Technical Managers upon their commencement;

**2. To successfully manage to the highest possible standard the technical requirements of any production, program and/or event delegated to you by the Technical Director as part of Brisbane Festival;**

- Research and provide quality technical advice to the Technical Director for all delegated projects;
- In consultation with the Technical Director and Producers; develop, monitor and manage technical, operational, logistics, production staffing and design budgets for all delegated projects;
- Establish and maintain high standards of written and verbal communication with all producers, presenting companies, venues and associated people relevant to projects you are responsible for delivering;
- Ensure legislative requirements with regards to Work Health and Safety from a public, artist, staff and creative perspective are maintained;
- In consultation with the Operations Manager manage the delivery of all operational aspect including the necessary Government agency negotiations, venue agreements and licences/permits;
- Have a sound understanding and application of the Live Performance Award; and
- Support the delivery of sponsor requirements and ensure smooth integration into the over-arching vision and look of the artistic program.

**3. To supervise event staff on productions, programs and/or events which you are responsible for delivering and to work collaboratively with all Brisbane Festival staff at all times;**

- Ensure all technical elements are coordinated and in place for the preparation, rehearsals and performance seasons of delegated projects;
- In consultation with the Producers, develop and maintain Production Schedules and Event Management Plans including Risk Management Plans in a timely manner;
- Provide clear and concise delegated tasks to the event staff you are responsible for supervising in a timely and supportive manner;
- Maintain clear and collaborative communication with all departments;

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- Provide concise and thorough reports (verbal or written) to the Technical Director on a weekly basis; and
- Any other duties as directed by the Technical Director provided that such duties are within the limit of your skills and are of a fair and reasonable nature.

#### **4. To maintain high standards of administration and communication at all times;**

- Develop and maintain a high degree of competency in the operation of the company database software program (training and support will be provided);
- Update the forecast expenditure for delegated projects with all known information throughout the term of your contract;
- Manage the accurate preparation and timely finalisation of technical contracts, purchase orders and venue requirements;
- Maintain up-to-date filing of all company correspondence;
- Provide accurate budget and expenditure handover documentation at the completion of each season; and
- Maintain a high level of proficiency in the use of Microsoft Word, Excel and Outlook.

#### **5. Maintain professional relationships with organisations relevant to the projects and programs you are responsible for delivering.**

- Research and liaise with industry peers, arts organisations, communities, suppliers and partners to develop and deliver delegated projects;
- Maintain relevant industry and community relationships; and
- Attend suitable productions, events and/or meetings.

#### **Systems**

- Utilise the organisation-wide systems in accordance with policies and procedures provided;

#### **WHS**

- Take an active role in effectively implementing Brisbane Festival's WHS policy;
- Lead and manage WHS requirements across the organisation; and
- Participate in and support the objectives of the WHS Committee.

#### **Selection Criteria**

##### Essential

1. A team player who is passionate about the arts, events and safety.
2. Demonstrated experience in leading and supervising staff and the ability to motivate teams to ensure high performance and a strong team culture
3. A fast learner willing to adapt to a proven system of production and technical delivery.

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4. Demonstrated ability to interpret and apply outdoor site layout.
5. Demonstrated ability to use CAD drafting including Vectorworks.
6. Knowledge of industry trends, technology and best practice.
7. Demonstrated use and understanding of a database system, or the capacity to quickly obtain these skills.
8. Competent computer skills for Microsoft Office Suite and Internet Explorer.

## Desirable

1. Forklift and EWP Tickets.
2. Experience in a festival environment.
3. Basic Carpentry skills

## **HOW TO APPLY**

Please apply by email only. Address your application to: Tim Pack, Technical Director – [louisa@brisbanefestival.com.au](mailto:louisa@brisbanefestival.com.au)

Please provide your résumé including at least two referees, as well as a statement indicating how you meet the selection criteria listed. A cover letter is optional.

Short-listed applicants should be available for interview between 13 – 19 Dec 2018 . All applications are strictly confidential.

***Applications close 5pm Monday 10 Dec 2018***

## **Privacy**

The following is extracted from our Privacy Policy. If you wish to view the entire policy, please request a copy via the email address above.

### **3.3 Information for job applicants (including volunteers)**

#### **3.3.1 collection of your personal information**

If you are applying for a job with us, you may be required to provide us with certain personal information, including your:

- Name
- Residential address
- Postal address
- Telephone numbers
- Email address
- Employment history
- Educational background

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in person, over the telephone, by fax or email, as part of, or in relation to, your job application.

In considering your information, we may also collect information about you from the referees you nominate in your application.

### **3.3.2 Use of your personal information**

We will only use your personal information for the purposes of considering your application and, if successful, your employment.

### **3.3.3 Disclosure of personal information**

In considering your application, it may be necessary for us to disclose some of your personal information to third parties in order to verify the accuracy of that information. We will disclose only such information as is necessary in the circumstances.