

# BRISBANE FESTIVAL

## Technical Manager - QPAC

### 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 April 2019 to October 2019.

An exceptional opportunity exists for a highly motivated individual to join the Brisbane Festival technical team. We are seeking a 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, Crew

### Communication

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

- Liaise with Technical and Programming 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 from August for the duration of the festival.

### Financial Delegation

- N/A

## Roles and Duties

**1. 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 regard 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 any necessary Government agency negotiations, venue agreements and licences/permits;
- Have a sound understanding and application of the Live Performance Award;
- Support the delivery of sponsor requirements and ensure smooth integration into the over-arching vision and look of the venue.

**2. 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;
- Provide concise and thorough reports (verbal or written) to the Technical Director on a weekly basis;
- 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.

**3. 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);

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- 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 the contract;
  - Maintain a high level of proficiency in the use of Microsoft Word, Excel and Outlook.
- 4. 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;
  - 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.

## **Selection Criteria**

### Essential

1. A team player who is passionate about the arts, events and safety.
2. A proven track record of managing and delivering Theatre productions.
3. A fast learner willing to adapt to a proven system of production and technical delivery.
4. Sound knowledge of industry trends, technology and best practice.
5. Demonstrated use and understanding of a database system, or the capacity to quickly obtain these skills.
6. Competent computer skills for Microsoft Office Suite and Internet Explorer

### Desirable

1. Experience using CAD drafting including Vectorworks.
2. Experience in a festival environment.
3. Forklift Ticket

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## 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 28 March – 5 April 2019 . All applications are strictly confidential.

***Brisbane Festival is an equal opportunity employer. Our vision is to have a team which reflects the breadth and diversity of Brisbane's population. We particularly encourage Aboriginal and Torres Strait Islander people to apply.***

***Applications close 5pm Monday 25 March 2019***

## 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

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.