

LIGHTING SUPERVISOR (SOUTHBANK THEATRE)

Company Profile

Our Vision

To be the best theatre company in Australia and lead the cultural conversation.

Our Mission

To create excellence in all forms of theatre with imagination and passion in order to entertain, challenge and inspire audiences.

About MTC

Melbourne Theatre Company is one of Australia's flagship performing arts companies and has been enriching lives through the storytelling power of the finest theatre imaginable for over 60 years. Under the leadership of Artistic Director Brett Sheehy AO and Executive Director Virginia Lovett, MTC produces classic and contemporary Australian and international theatre.

MTC produces an annual subscription season of up to twelve productions plus an extensive Education Program; a Women in Theatre Program; a multicultural artists program (MTC Connect); a family theatre program; regional, national and international tours; and regularly collaborates with companies and artists from the independent and small-to-medium sector through NEXT STAGE and other initiatives.

MTC employs over 500 artists and industry professionals each year (with approximately 97 permanent staff), producing over 600 performances a season. It has a subscriber base of almost 18,000 people, with more than 200,000 attendances to its productions annually. MTC is a semi-autonomous department of the University of Melbourne.

Southbank Theatre is located in the heart of Melbourne's Southbank Arts Precinct. Each year around half of the mainstage season is performed in the 560-seat Sumner, with smaller-scale works and other activities in the 150-seat Lawler. The balance of the mainstage season is staged at nearby Arts Centre Melbourne's 882-seat Playhouse and 376-seat Fairfax Studio, with the four theatres enabling MTC to present works of a wide variety and scale.

Purpose of the Position

The LIGHTING SUPERVISOR (Southbank Theatre) is part of the Southbank Theatre team responsible for delivering the technical requirements for Melbourne Theatre Company (MTC) and other users at the Southbank Theatre. The LIGHTING SUPERVISOR will work with the Production Services Manager, and Technical Manager – Lighting and Sound to analyse the lighting design requirements of MTC productions and Users of the Southbank Theatre.

Whilst the position is primarily based at Southbank Theatre, there may also be some work at other performance venues of the Company and Company headquarters.

Organisational Relationships

Reports to:	Production Services Manager
Manage/Coordinate:	Casual Theatre staff Contractors and Volunteers as required.
Internal Liaisons:	Technical Manager – Lighting and Sound, Technical Manager Staging. MTC Production Managers. Lawler Technical Supervisor All Staff of MTC. Volunteers, contractors as required.
External Liaisons:	Hirers, incoming production staff, suppliers.

Duties & Responsibilities

The LIGHTING SUPERVISOR is based at SOUTHBANK THEATRE. This role is responsible for managing the lighting for MTC and other users in Sumner Theatre, this includes Bump in/out/operations, show operation and ongoing maintenance of lighting designs for performances, productions and events.

In addition, day to day duties will include the maintenance of FOH and BOH Lighting equipment/systems and providing assistance to other production departments as required.

Duties and responsibilities include, but are not limited to:

Pre-Production

- Collaborate with the Production Services Manager & Technical Manager – Lighting & Sound to assess and interpret the design to produce bump-in approach and rigging documentation
- Roster staff for bump ins, performances and bump outs in liaison with the Production Services Manager and MTC Production Team.
- Interpret lighting plans and plots, rigging and focusing equipment (in a safe manner) and generating associated paperwork
- Liaise with client/user groups at the venue to establish and deliver production requirements in a timely cost effective manner
- Collaborate with relevant departments on the integration of Lighting.

Budgets and Resource Allocation

- Make timely recommendations to the Production Services Manager to order and purchase tools, equipment and lighting materials as required, maintaining consumable stock levels and keeping within allocated budget
- Ensure any changes or issues that have budgetary impact are relayed promptly (and with recommendations) to the Production Services Manager for approval and/or authorisation

Environment Health and Safety

- Participate in Risk Assessment discussions and implement control measures
- Collaborate with the Production Services Manager to ensure staff have necessary qualifications, training and inductions for the task they are required to perform
- Make recommendations to the Production Services Manager for training of staff as required
- Operate within MTC's Environmental Health and Safety policies and other relevant statutory regulations

Asset Management, Storage, Maintenance

- Carry out and maintain EHS maintenance schedules as required
- Ongoing maintenance of the Southbank Theatre building's electrical infrastructure both front of house and back of house
- Fault finding on electrical equipment (eg lamps, plugs, etc)
- Repair lighting fixtures, connectors and cables
- In consultation with the Production Services Manager maintain asset register of electrical equipment
- Operate within MTC's Environmental Health and Safety policies and other relevant statutory regulations (see below)
- Test and tag electrical equipment in compliance with AS3760

Staffing

- Collaborate with the Production Services Manager, Technical Manager – Lighting & Sound to manage a pool of professional casual staff, including rostering of staff
- Maintain and develop professional relationships with staff at MTC HQ and other MTC Performance Venues

Other duties

- Make recommendations to the Production Services Manager on maintenance and development of Production processes and systems
- Other relevant duties as assigned by the Production Services Manager or Theatre Operations Director

Skills & Attributes

The position requires someone who is self-motivated and has the ability for solving challenging issues and integrating components; they should be meticulous with detail and have extremely effective people and communication skills.

The key requirements for this role are:

- The ability to work collaboratively as well as alone
- Initiative to take on tasks
- Capacity to negotiate with sensitivity and patience
- Planning and organisational skills, including time management

- Good written and verbal communication skills
- A relevant trade certificate of equivalent experience together with a relevant Post Trade Certificate or the equivalent skill and competence acquired through a significant period of professional experience in the theatre industry
- Understanding and application of safe work procedures coupled with knowledge in the correct use of electrical hand and workshop tools
- Extensive knowledge of theatre practices, terminology, etiquette and theatre craft is essential and high level understanding of EHS issues, policies and legislation
- Sound knowledge and understanding of Compliance Codes & Australian Standards relating to, work at heights, rigging, manual handling and other electrical work practices
- A general electrical knowledge of wattage, amps, circuit breakers, earthing and three phase wiring. Also the principles of industry equipment communication protocols and data distribution networks including Ethernet and DMX 512 are essential to be able to patch and connect equipment safely, to select the appropriate wattage for size/intensity requirements, and how much power being loaded on each circuit
- Knowledge of electrical current versus voltage relationship and the dangers of 'low' voltages
- Understanding of required safety and working light levels onstage and backstage
- Understanding and ability to implement quality control techniques
- Accountability and responsibility for enabling the achievement of business goals within budgetary guidelines
- The ability to cope with the demands of a high pressured position where time and resources are limited and artistic expectations are high
- Computer skills for operation of theatre lighting, audio visual and automation equipment, as well as competency in Outlook, Word, Excel
- Current Basic Rigging qualifications
- EWP licences
- Driver's Licence
- Working at Heights Training
- Ability to tag and test electrical appliances to AS3760

Environmental Health & Safety

All MTC staff are responsible for the following safe work procedures and instructions:

- Adopt work practices that support EHS programs and adhere to all MTC Policies and procedures.
- Take reasonable care for the safety of one's own health and safety and that of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to supervisor
- Must not wilfully place at risk the health or safety of any person in the workplace
- Participate in meetings, training and other environment, health and safety activities

- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Wear personal protective equipment provided and where required
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Must cooperate with MTC management in relation to actions taken by MTC to comply with Occupational Health and Safety and Environmental legislation

In addition, all managers/department heads must:

- Be responsible for the day-to-day management of EHS issues
- Ensure adequate consultation with MTC staff and contractors regarding EHS
- Implement MTC's EHS policies and procedures, and the annual EHS scheduled requirements
- Follow all agreed procedures in consultation with staff
- Ensure that all new staff or contractors receive induction EHS training prior to commencing any new work practices or using new equipment
- Participate in regular workplace inspections and ensure that required changes are implemented within the required timeframe
- Maintain appropriate records as required under the University of Melbourne's Auditing requirements.
- Investigate all reported incidents and develop plans to prevent a similar occurrence
- Participate in safety meetings (where applicable) and other safety programs
- Apply appropriate return to work and injury management within their section

Conditions

MTC is an equal opportunity, smoke-free, family friendly employer and a dog-friendly workplace.

The position is covered by the *Melbourne Theatre Company Production and Theatre Services Employees Agreement 2018-2020* set at Level 6, and other Melbourne Theatre Company Policies and Procedures as they apply.

The position is offered on a full-time basis. Ordinary hours of work are 37.5 per week, Monday to Saturday. Overtime is payable under the Agreement and the use of flexitime is encouraged to balance work and personal needs.

The LIGHTING SUPERVISOR will be required to work flexible and often long hours, particularly during the course of Production Week, as well as evenings and weekends during performance seasons.

Conditions include annual leave loading, 10% superannuation and complimentary theatre tickets.

Access and Inclusion

MTC is an Equal Opportunity Employer committed to providing a safe working environment. We embrace and value diversity and inclusion in the workplace. Diversity includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Company.

MTC encourages applications from Aboriginal and Torres Strait Islander people, people with diverse cultural backgrounds and people with disabilities. It is our policy to consider reasonable adjustments for qualified applicants with disabilities.

VERSION			
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