

### TECHNICAL COORDINATOR - ELECTRICS

Terms:	Full time - ongoing
Team:	Production
Reporting to:	Technical Manager – Electrics
Direct Reports:	N/A
Location:	252 Sturt St, Southbank

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#### Melbourne Theatre Company

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##### **Our Vision**

To be recognised as one of the world's preeminent theatre companies, leading the cultural conversation and chosen as a favourite destination for Australians.

##### **Our Purpose**

To share remarkable stories that enable people to better understand the world around them.

##### **Our Values**

*Leadership:* We are a contemporary leader in the arts, with a clear vision and viable roadmap for the future. We are a part of the cultural conversation, ensuring theatre remains an influential and relevant art form in Australian and internationally.

*Equity and Inclusion:* We support and promote equity across our staff, performers and program. We also represent and reflect the diversity of our society and the many stories of our time.

*Creativity:* We take artistic risks and challenge conventional performance boundaries. We integrate creativity into our daily work, using it to solve business challenges as they arise.

*Connection:* We grow and connect with our communities (both internal and external) by ensuring Melbourne Theatre Company remains relevant. We do this by listening, understanding and evolving to challenge, inspire and entertain.

##### **Our Pledge**

Theatre is for everyone.

Melbourne Theatre Company is committed to sharing stories that reflect the diversity of the human experience.

We believe that producing the highest quality theatre is only possible when all artists – regardless of race, sexuality, faith, ability, age or gender – are given the same opportunities to create and to flourish.

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## About the Position

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Reporting to the Technical Manager – Electrics, this role analyses the design of Melbourne Theatre Company productions, breaking it down into the technical components of Lighting, Sound, Multimedia, Automation and Special/Visual Effects.

The primary role of the Technical Coordinator – Electrics is to coordinate and undertake the planning, manufacture, installation and testing required to realise the technical requirements within the budget, time and technical parameters, ensuring the most effective use of materials and staff resources.

The secondary role is to support the Technical Manager – Electrics in Administrative tasks as required. This includes, but is not limited to, financial reconciliations of purchases, show related documentation, Health and Safety documentation.

The Technical Coordinator - Electrics will work under limited supervision and is often responsible for coordinating teams of technical staff.

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## Key Relationships

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Reporting directly to the Technical Manager – Electrics. The Technical Coordinator - Electrics in conjunction with the Technical Manager – Electrics, coordinates the work flow of a number of technical staff depending on the needs of each production and the technical department workload.

The Technical Coordinator - Electrics liaises directly with key Creatives with respect to technical requirements and relevant creative processes.

The Technical Coordinator - Electrics must be hands on working in conjunction with a range of other production and technical staff including but not limited to Production Managers, Technical Managers, Production Services Manager, Electrics Workshop Supervisor, Production Technician & Operators, Lighting and Sound Supervisors and Technicians, Mechanists, Workshop, Props, Scenic Art, Costume, Stage Management staff along with other technical staff and crew.

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## Accountabilities

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The Technical Coordinator - Electrics is involved on their allocated productions from the design phase onwards, to determine the best approach to achieve all technical requirements within set parameters and ensure they are seamlessly incorporated into other design elements throughout pre-production, manufacture, rehearsal and bump-in phases and the entire performance season.

The Technical Coordinator - Electrics is responsible for the manufacture, rigging, installation, programming and operation of Lighting, Sound, Multimedia, Automation and Special/Visual Effects equipment for allocated productions and events.

The Technical Coordinator - Electrics is required to be hands on, but also manage work flows by working with and delegating tasks.

All members of the Technical Electrics team are required to provide aid to other production and technical departments as required including general duties outside their specialist discipline. Examples of general duties include loading/unloading trucks, venue restoration, storage management and housekeeping.

Duties and responsibilities include, but are not limited to:

### **1. Pre-Production and Manufacture**

- Collaborate where required, and assess production designs to determine, implement and manufacture technical equipment, and installation plans.
- Develop equipment list in relation to the manufacture and installation plans.
- Collaborate where required, to interpret lighting plans and plots and generate associated paperwork.
- Collaborate where required, to interpret sound design requirements and develop sound system design, equipment allocation and generate associated paperwork.
- As directed, source and purchase/hire equipment/parts.
- Assess design requirements to identify use of copyrighted materials or resources and collaborate with the Senior Producer to ensure necessary rights/permissions are secured prior to defined deadlines.
- Collaborate with relevant departments on the integration of technical equipment into other requirements.
- As directed, assist with the allocation of technical staff resources to achieve deadlines. Proactively delegate tasks and provide instruction as required.
- Communicate any aspect of technical installations that may have implications for audience sightlines in relation to masking the set.
- Deliver technical installation plans, documentation and paperwork to theatre in a timely fashion.
- Ensure timely setup of technical equipment for rehearsal rooms.
- Participate in programming show control equipment for productions and events as required.
- Participate in production meetings, design presentation & review meetings as required.
- Create and operate technical systems and equipment when required.
- Undertake routine maintenance and problem solving of all technical equipment.

### **2. Research and Development**

- Collaborate with the Technical Manager - Electrics to establish and guide research directions.
- Advise the Technical Manager - Electrics on applicable emerging technologies.
- Collaborate with the Technical Manager - Electrics to plan Development progress cycles.

### **3. Documentation and Drafting**

- As directed and required, the Technical Coordinator – Electrics must manage the creation and modification of plans and documentation for each production, checking for accuracy prior to their distribution.
- Provide information to other departments and venues in a timely fashion.
- As directed and required, Technical Manager – Electrics prepare Risk Assessments, Safe Work Procedures and operation & maintenance manuals.

**4. Bump in/out**

- As directed, develop technical equipment installation sequences and schedules.
- Coordinate and implement technical equipment installation as applicable, within set timelines.
- Participate in applicable production meetings and briefing sessions.
- Fault find and repair equipment when required.
- Ensure all equipment is correctly installed.
- Install and maintain “practicals” and stage communications equipment.
- Communicate progress status and priorities of equipment installation.
- Coordinate implement the storage, backup and archival of all show related documentation, including but not limited to: Lighting, sound and automation show files; system and electrical schematics

**5. Duties during rehearsals and performances.**

- Confidently program and operate show control equipment.
- Provide rehearsal and performance support, including attendance at technical rehearsals and preview performances when required.
- Read daily reports from each production and implement any relevant requests, and/or communicate with show personnel regarding requests in a timely manner.
- Fulfill the role of emergency Show Crew/Technical Operator for Productions in Performance mode.

**6. Freight**

- As directed, ensure that all technical equipment is prepared for transport.

**7. Budgets and Resource Allocation**

- As directed, ascertain estimated costs of technical equipment requirements whether items are purchased, hired or manufactured.
- As directed, monitor expenditure of operational and production budgets and work within the budget parameters.
- Make timely recommendations to order and purchase tools, equipment and materials. Assist with maintaining consumable stock levels and keeping within allocated budget.
- Ensure any changes or issues that have budgetary impact are relayed promptly (and with recommendations) for approval and/or authorisation.

**8. Health and Safety**

- As directed, evaluate the engineering and Health & Safety issues arising from the designs and potential risks during the manufacture period, bump-in/out and in season.
- Participate in Risk Assessment discussions (including Tool box talks), and implement control measures.
- Ensure employees have necessary qualifications, training and inductions for the task being performed. Carry out inductions as required.
- Test and Tag Electrical Equipment in accordance with AS/NZS 3760 when required.

- Take steps to protect personnel, scenic elements and building from potential damage caused by technical equipment. (e.g. heat and smoke). Ensure all identified hazards are included in the production Risk Assessment, with recommended control measures.

#### **9. Asset Management, Storage, Maintenance**

- Keep Electrics Workshop and storage areas in a clean and ordered manner at all times.
- Assist with management and maintenance of technical equipment and other inventory in the Asset Management Program.
- Assist with storage, recycling and disposal plans.
- Assist with preparation and implementation of Equipment Maintenance Plans and recommendations for equipment acquisition and budgeting.
- Assist with archival storage of audio and video recordings and any other multimedia content.

#### **10. Touring**

- As directed, assess technical requirements for productions that may tour.
- Assist with assessment of touring venues when required.
- Assist with preparation of Technical Riders and supporting documentation.
- Assist with preparation of touring technical equipment, including arranging venue specific modifications, equipment installation schedules and local crew requirements.
- As required, travel on tour to oversee bump-in/outs of touring productions.

#### **11. Staffing**

- As directed, ensure staff are rostered efficiently and effectively to achieve workflow requirements within set budgets.

#### **12. Other duties**

- Make recommendations on maintenance and development of production processes and systems.
- Make recommendations on development of existing and yet undeveloped effects systems
- Make recommendations for the documentation and development of workshop and administrative processes.
- As directed, manage technical aspects of company special projects such as fund-raising functions.
- Other duties as required by the employer which are within the knowledge, skills and capabilities of the employee.

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### **Your Skills & Attributes**

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The position requires someone who has the ability for creative problem solving in regard to the realisation of technical elements within a budget.

The key requirements for this role are:

- The ability to work collaboratively and autonomously.
- Initiative to take on tasks.
- Capacity to negotiate with sensitivity and patience.

- Planning and organisational skills, with meticulous attention to detail.
- Excellent written and verbal communication skills.
- Knowledge and practical experience with Lighting, Sound, Multimedia, Automation and Special/Visual Effects design and installation.
- Ability to quickly troubleshoot issues and equipment failures relating to Lighting, Sound, Multimedia, Automation and Special/Visual Effects equipment.
- Understanding and ability to implement quality control techniques.
- Accountability and responsibility for enabling the achievement of business goals within budgetary guidelines.
- Excellent time management skills.
- Demonstrated capacity to meet deadlines and allocate work.
- The ability to cope high pressure environments with limited resources, meeting high artistic expectations.
- Extensive knowledge of theatre practices, theatre terminology, theatre etiquette and theatre craft, along with a high-level understanding of Health & Safety issues, policies, legislation and Australian Standards.
- Knowledge of Australian Standards applicable to 240 volt low voltage, and 60 volt extra low voltage wiring.
- Knowledge of Australian Standards applicable to portable water treatment and wastewater systems.
- An understanding of Test and Tag, policies, legislation and Australian Standards.
- Ability to inspect products and/or materials for conformity with established operational standards

**Other requirements:**

- To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa. It is a requirement that employees reside in Victoria and can attend work onsite.
- Formal employment checks may be conducted as a requirement of this position e.g. National Police Check, Working with Children Check.
- Evidence of stated qualifications will be required.

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**Licence & Qualifications**

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This position requires the following licences and/or qualifications as outlined below. Candidates must have all licenses/qualifications listed as an Expected Skill, whereas training will be provided by the Company to permanent ongoing staff for Preferred items if they are not already obtained.

Desirable items are beneficial to have, but not essential. As Required items may be provided by the Company if a need arises during the period of engagement.

Licence / Qualification	Expected Skill	Preferred Skill	Desirable Skill	As Required	Level
Relevant trade certificate	YES				Relevant trade certificate or 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
Drivers Licence	YES				
Licence to Perform High Risk Work		YES			RB, LF
Test & Tag to AS 3760 LIC.		YES			Competency
Yellow Card		YES			VL, SL, BL
Construction Induction		YES			
First Aid Level 2		YES			

*Further training opportunities may be available during the period of engagement subject to application and approval.*

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## Definitions

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### GRADING

**Adv:** (Advanced) means requiring 3 or more years' experience or equivalent qualification in identified task or position.

**Int:** (Intermediate) means requiring between 1 and 3 years' experience or equivalent qualification in identified task or position.

**Beg:** (Beginner) means requiring up to 1 years' experience or equivalent qualification in identified task or position.

### GENERAL

**BL:** (Boom Lift) an aerial work platform with multiple articulable sections.

**EWP:** (Elevated Work Platform) any aerial work platform such as boom and scissor lifts used to allow work to be carried out at height.

**SL:** (Scissor Lift) an aerial work platform raised or lowered by the closing or opening of crossed supports.

**VL:** (Vertical Lift or Vertical Lift Bridge) a type of movable bridge in which a span rises vertically while remaining parallel with the deck.

**DG:** (Dogging) Licence to perform High Risk Work – Dogging level.

**RB:** (Basic Rigging) Licence to perform High Risk Work – Basic Rigging level.

**RI:** (Intermediate Rigging) Licence to perform High Risk Work – Intermediate Rigging level.

**RA:** (Advanced Rigging) Licence to perform High Risk Work – Advanced Rigging level.

**LF:** (Forklift) Licence to perform High Risk Work – Forklift.

**RSA:** (Responsible Service of Alcohol) Responsible Service of Alcohol training and certificate.

**RSF:** (Responsible Service of Food) Responsible Service of Food training and certificate.

**TL:** (Trailer Mounted Boom) an aerial work platform with multiple articulable sections (Boom Lift) that can be towed behind a vehicle.

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## Computer Skills

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This position requires advanced computer skills both in hardware & software configurations with the proven ability to operate required computer programs including:

Software Application	Expected Skill	Preferred	Desirable	As Required	Level
Microsoft Office 365 Suite: Word, Excel, Outlook.	YES				Int
Microsoft Office Suite: Access		YES			Beg
QLAB	YES				Adv
ETC Ion & Eos Lighting Board	YES				Adv
AutoCAD	YES				Int
Photoshop	YES				Int
Video Editing	YES				Int
Lighting software e.g. WYSIWYG, Vector Works	YES				Int
Software Programming/Coding			YES		Int

## Work Environment / Physical Requirements

This position requires the following physical tasks and environmental conditions. The frequency rate is as follows:

**5** = Occurs multiple times per day, **4** = Occurs daily, **3** = Occurs weekly, **2** = Occurs occasionally, **1** = Occurs rarely.

Condition / Activity	Frequency Rate				
	5	4	3	2	1
Manual Handling – under 10kg	X				
Manual Handling – above 10kg		X			
Manual Work		X			
Twisting/Bending		X			
Working with arms above head			X		
Lifting above shoulder height			X		
Squatting, Crouching or Kneeling		X			
Pushing or Pulling – above 10kg		X			
Using power hand tools	X				
Operating precision machinery			X		
Close inspection work / Fine detail work			X		
Wearing hearing protection		X			
Wearing eye protection		X			
Wearing respiratory protection				X	
Working in dusty environments				X	
Working in extreme cold - under 10°C					X
Working in extreme heat - above 35°C					X
Performing clerical duties		X			
Driving cars/trucks			x		
Using computer keyboard and mouse	X				
Chemical Management		x			

Melbourne Theatre Company is an Equal Opportunity Employer. These requirements are based on as average standard week for this position.

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## Health & Safety

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All Melbourne Theatre Company people are responsible for the following safe work procedures and instructions:

- All staff are required to comply with Company policies and procedures
- Adopt work practices that support Health & Safety programs
- 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 a manager
- 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 as provided
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Must cooperate with management in relation to actions taken by the Company to comply with Health and Safety legislation

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## Access and Inclusion

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Melbourne Theatre Company 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.

The Company encourages employment and program 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.

The Company recognises our people work differing positions, days and hours of work, and from different locations. Requests for an individual flexible working arrangement are considered with regard to employee circumstances, business requirements and the National Employment Standards.

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Version Control			
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