



PARRAMATTA CITY COUNCIL

POSITION DESCRIPTION

POSITION TITLE : CASUAL THEATRE OPERATOR (OPERATIONS) – GRADE 2
This position forms part of the Casual Theatre Operator suite

Areas of Work : FRONT OF HOUSE - Bar Team Leader

POSITIONS OVERVIEW – BAR TEAM LEADER:

Reporting to Supervisor / Front of House Coordinator:

- Provide under some supervision general theatre services to promoters, business hirers, artists and the general community users and patrons of the venue
- Set up and operate permanent and temporary bars
- Cash handling of POS floats
- Manage stocktake and storage for food and beverage including consumables and equipment
- Ensure cleaning and service of bar equipment as per maintenance requirements
- Ensure cleanliness of bar area and temporary food and beverage set ups
- Handle Responsible Service of Alcohol issues
- Evacuation of patrons as required
- Other reasonable duties as prescribed

QUALIFICATIONS

- Responsible Service of Alcohol Certificate required

EXPERIENCE AND SKILLS

- Customer service experience essential
 - Superior communication skills essential
 - Ability to work under pressure essential
 - Some experience in food and beverage beneficial
 - Some experience in venues, arts and creative industries beneficial
-

Areas of Work : TECHNICAL - Theatre Technician

POSITIONS OVERVIEW – THEATRE TECHNICIAN:

Reporting to Technical Team Leader / Technical Coordinator:

- Provide under some supervision general theatre services to promoters, business hirers, artists and the general community users and patrons of the venue
- Open and/or close the venue including arming the security system
- Act as Warden in case of emergency evacuation
- Basic first aid

- Perform Staging Tasks including but not limited to:
 - Interpret staging plans and plots
 - Construct / erect scenic elements from plans and specifications
 - Rig flown elements and operate fly bars
 - Carry out simple repairs to scenic elements
 - Provide stage management / stage hand assistance
 - Construct / erect changes to venue configurations including seating
- Perform Lighting Tasks including but not limited to:
 - Interpret lighting plans and plots
 - Design and develop lighting states to achieve effective lighting of a production
 - Rig, focus, colour and patch lighting
 - Operate follow spots
 - Operate floor electrics
 - Program and operate lighting boards
- Perform Audio / Visual Tasks including but not limited to:
 - Interpret sound plans and plots
 - Select and rig stands, microphones and cables
 - Install speakers and cabling, including patching
 - Operate simple sound consoles and playback equipment
 - Installation of screens / projectors / laptops including cabling
 - Programming of films on venue projectors
 - Set up and operation of live / pre-recorded broadcasts
- Other reasonable duties as prescribed

QUALIFICATIONS

- Some experience in venues, arts and creative industries beneficial
- Construction White Card required
- First Aid Certificate required
- Rigging / Doggers Certificate beneficial
- Tagging and Testing Certificate of Attainment beneficial

EXPERIENCE AND SKILLS

- Ability to apply and comprehend general theatre terminology and etiquette
- Customer service experience essential
- Superior communication skills essential
- Ability to work under pressure essential

Areas of Work : BUILDING & FACILITIES - Maintenance & Cleaning

POSITIONS OVERVIEW – MAINTENANCE AND CLEANING:

Reporting to Maintenance & Cleaning Officer / Building and Facilities Coordinator:

- Provide under some supervision general theatre services to promoters, business hirers, artists and the general community users and patrons of the venue
- Open and/or close the venue including arming the security system
- Construct / erect changes to venue configurations including seating and art installation
- Set up rooms according to schedules and plans
- Carry out basic patching, painting and venue repairs

- Assist in the construction of sets, furniture and fittings
- Assist in venue upgrades and renovations
- Cleaning duties
- Other reasonable duties as prescribed

QUALIFICATIONS

- Construction White Card required
- Working at Heights beneficial

EXPERIENCE AND SKILLS

- Ability to apply and comprehend general theatre terminology and etiquette
- Customer service experience essential
- Superior communication skills essential
- Ability to work under pressure essential
- Some knowledge of Chemical safety beneficial

KEY ACCOUNTABILITIES – ALL POSITIONS:

- Contribute to Riverside Theatres as a centre of excellence for the performing arts, events and exhibitions in Parramatta and Western Sydney
- Report to appropriate supervisor / coordinator any equipment that is found to be faulty
- Use and properly maintain issued uniform and equipment
- Perform general laboring and cleaning duties as required to create a clean and safe environment

KEY ACCOUNTABILITIES - ORGANISATIONAL:

- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst a work, and cooperate with PCC to comply with WH&S legislative obligations.
- Exercise a Duty of Care by working in a safe and efficient manner, having regard to personal safety and the safety of other workers, visitors, contractors and volunteers and the general public.
- Report injuries, accidents, incidents, near misses and unsafe work practices within required time frames, and ensure that corrective actions are taken to prevent reoccurrence.
- Use and properly maintain appropriate safety clothing and personal protective equipment.
- Attend and complete all required WH&S training, toolbox talks and briefings as directed.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times
- Contribute to improved customer service and organisational effectiveness by acting ethically, honestly and with fairness

SIGNATURES

POSITION HOLDER : _____

UNIT MANAGER: _____

GROUP MANAGER: _____

DATE: _____/_____/_____