

WEST AUSTRALIAN BALLET

Job Description

POSITION:	Head of Lighting and Audio Visual
REPORTS TO:	Production Manager (direct), Technical Director (indirect)
REPORTS TO POSITION:	<ul style="list-style-type: none">Casual Lighting, Audio and Audio Visual Staff
HOURS OF WORK:	<ul style="list-style-type: none">38 hours per week, plus reasonable additional hoursOrdinary hours: 09:00am – 5:30pm (including a one hour lunch break)During season flexibility and full availability will be required according to technical schedules as determined by the Technical Director

WEST AUSTRALIAN BALLET

West Australian Ballet (WAB) is the state's flagship ballet company, performing a dynamic and extensive series of classical and contemporary ballet works and programs in Perth, regional Australia, and internationally. The Company currently performs five main stage seasons each year, and in house choreographic season, and has an extensive access and activation program to engage the public in our art-form.

POSITION OVERVIEW

Reporting to the Production Manager, and working closely with the Technical and Artistic Teams, the Head of Lighting and Audio Visual is responsible for the management and oversight of WAB's Lighting and Audio Visual Department. With an emphasis on quality and speed to ensure that aspects of Lighting and Audio Visual are completed on time, within budget, and to a high standard, the role is responsible for maintaining a positive work environment in a busy department.

The Head of Lighting and AV is responsible for supervision of

- To coordinate the delivery of all lighting, audio and audio-visual requirements, hires and documentation for all WAB performances and events
- Ensure timely delivery of lighting technical requirements & information to all stakeholders
- Install and operate technical infrastructure for West Australian Ballet Centre's performances, events and functions as directed
- To maintain, monitor and procure all WAB lighting/audio-visual equipment. This includes the coordination of testing and tagging of all WAB equipment.
- Roster and coordinate casual staff as required.

KEY WORKING RELATIONSHIPS

- The position reports directly to the Production Manager and indirectly to the Technical Director as a member of the Production Team
- The position also works closely with the Production Stage Manager, Head Mechanist, Head of Operations, Events Coordinator and other internal WAB Staff
- The position liaises with various external stakeholders, such as Lighting Designers, Venues, Suppliers and Creative Teams

KEY ACCOUNTABILITIES AND FUNCTIONS

- Prepare, produce and update lighting and audio-visual plans and paperwork for upcoming productions, re-staging of existing works including the monitoring of archival records
- Gives technical support to WABC's commitments for in-house and external events and functions. This includes but is not limited to, operating and facilitating 'event-type' performances or activities

- Roster and oversee casual Lighting/AV staff in consultation with the Production Manager.
- Liaise with venue Technical Managers to deliver effective outcomes for installing and running WAB productions
- Responsible for maintaining all WAB's lighting and audio-visual equipment to the current industry standards
- Ensure that WA Ballet productions are adequately maintained and documented for remounting or hiring purposes
- Monitor, record maintain and prepare the Lighting/AV asset register, ensuring all equipment is functioning and ready for productions as required
- Ensure that the company's Lighting & AV requirements adhere to the current Western Australian Workplace Health and Safety Act, Regulations, Code of Conduct and Australian Standards with regard for dancers' safety
- In consultation with the Technical Director, prepare risk assessment documents for all Lighting and AV aspect of WAB productions
- Ensure that all work in the Lighting and Audio-Visual department is carried out in a timely and budget efficient manner
- Responsible for the maintenance, upkeep, and storage of the designated lighting facilities at the Company store/workshop
- Prepare, operate and manage the rig of show specific lighting requirements; including focus and set electrics.
- Organise/Operate the programming and operation of WAB's lighting consoles in collaboration with the Lighting Designer and show specific needs
- Maintain and oversee the WABC studio media server and audio equipment

ESSENTIAL SELECTION CRITERIA

- Candidates must possess relevant tertiary qualification and/or relevant industry experience
- Candidates must be prepared to undertake training as identified necessary by West Australian Ballet management
- Ability to work within budget and tight timeframes
- Excellent communication and collaborative skills
- Competent in the use of Vectorworks (or similar) and QLab
- Working at Heights accreditation
- Test and Tagging accreditation
- Must possess a driver's licence
- Strong understanding of WHS in the theatre craft
- Crew Supervisor experience

DESIRABLE SELECTION CRITERIA

- A knowledge of the Western Australian performing arts environment.
- Working knowledge of relevant industrial awards and legislation, including the Live Performance Award, Performer's Certified Agreement and relevant WHS legislation and policies.
- Performing arts touring experience.
- Plugs & Cords licenses
- Industry/High Risk licenses
- ETC EOS programming skills
- Experience with audio and video editing software
- Photoshop or image editing software
- Understanding of IP networks