



POSITION DESCRIPTION

Position:	Technical Coordinator
Reports to:	Senior Production Manager
Direct reports:	None
Location:	Brisbane Powerhouse, New Farm, Queensland
Financial Delegation:	None

About Us

Brisbane Powerhouse is Queensland's home for contemporary culture. With over 1,250 performances and events each year, we are one of the busiest arts venues in the Asia-Pacific region. We offer a year-round program featuring events across music, comedy, Writers+Ideas, dance, film, visual arts, cabaret, circus, and theatre.

We produce some of Queensland and Australia's largest events, including Brisbane Comedy Festival, MELT: A Festival of Queer Arts and Culture, and Wonderland.

We help create events and experiences that couldn't exist anywhere else, including outstanding dining experiences, the adrenalin rush of a festival's atmosphere or the joy of witnessing a great performance. Our building is the hero of our story, and its uniqueness is represented in everything our audience encounters.

Our Values

Personal
Contemporary
Awesome

Our Cultural Vision

We belong to a place and time
We have a foot in New Farm and a foot in New York
We value enthusiasm and engagement
We are builders, but we do not build alone

POSITION SUMMARY

The Technical Coordinator provides integral support for the successful operation of the Technical Services department working directly with the Production Managers to provide event and logistic support for productions, events, functions, festivals and exhibitions commissioned, produced or coproduced by Brisbane Powerhouse.

KEY ACCOUNTABILITIES

- Successfully coordinate venue specific logistical and operational requirements for productions, events and exhibitions commissioned, produced or coproduced by Brisbane Powerhouse.



- Maintain professional relationships with a broad cross section of Brisbane Powerhouse's presenting companies and internal stakeholders at all times.
- Produce and manage production schedules, event management plans including Risk Management Plans, internal event documentation in consultation with Production Managers for major events and festival programming. The Technical Coordinator is responsible for the continued review and updating of the performance schedules in Artifax.
- Follow best practice, manuals and procedures in relation to production operations and theatre / event management to streamline workflow and create efficiencies.
- Research and provide quality technical advice to other members of the Technical Services department for all relevant delegated projects.
- Establish and maintain high standards of written and verbal communication with all internal Brisbane Powerhouse departments, producers, artists, presenting companies and venues.
- Coordinate and assist in the development of all Technical Services department processes, procedures and resources whether physical or online to ensure the successful operation of the department.
- Contribute to ensuring the provision of a safe and effective venue for all staff, theatrical and event clients, patrons and members of the public visiting Brisbane Powerhouse.
- Be responsible for the data entry of electronic systems relevant to the department, including equipment and supplier management in Artifax.
- Provide the Senior Production Manager with a weekly report of developments and activities.
- Other duties and tasks as directed by the Senior Production Manager and Technical Director in line with competencies and activities associated with any of the above processes.

KEY CAPABILITIES

Knowledge, Experience and Skills

- Formal qualifications relevant to production coordinator and / or a minimum of two years relevant experience in theatrical and venue production coordination either based in a theatre company, large venue, major festival and/or entertainment environment.
- With a keen eye on detail and quality, tasks required will include taking minutes at client meetings, administration support, developing technical requirements, integration of work through the central booking system (Artifax) and other business.
- Sound analytical and problem solving skills and the ability to effectively manage competing priorities and commitments and an ability to work under pressure dependent upon operational requirements.
- Participate in an effective team environment, while always striving to deliver an exceptional collaborative experience to audiences, visitors, presenters and other stakeholders
- Proven time management skills.
- Proven ability to complete projects from inception to completion with minimal guidance.
- Possess an ability to work effectively as part of a small team, providing direction and coordination when required.
- Well-developed written and oral communications skills with the capacity to liaise successfully with diverse clients both internal and external providing a level of customer service.
- Well-developed computer literacy with the ability to use word processing packages, spreadsheets, databases, event and facilities management software.
- Enthusiasm for working within the Performing Arts.



- Outcome focused and possessing a high level of commitment with the ability to identify and contribute to value added services.
 - Knowledge of Work Health and Safety and Equal Employment Opportunity issues, duties and responsibilities as applicable to this position.
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Qualifications

- First Aid Certificate
 - Flexibility to work after hours, weekend and public holidays if required
 - Driver's License
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KEY RELATIONSHIPS

Internal: Directors, Managers and staff

External: Casual Staff

POLICIES AND WORKPLACE PRACTICES

All Brisbane Powerhouse employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times. It is expected employees will:

- Uphold the Brisbane Powerhouse Values
 - Be respectful towards the organisation, colleagues, clients and general public
 - Act collaboratively with all colleagues
 - Act in safe and responsible manner at all times
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TO APPLY

To apply for this role, please forward a cover letter addressing the Key Accountabilities and Key Capabilities along with your curriculum vitae to recruitment@brisbanepowerhouse.org.

Applications close at 5pm on Monday 25 February 2019.