

**QUEENSLAND THEATRE COMPANY
POSITION DESCRIPTION**

TECHNICAL COORDINATOR

Goals

- High quality productions are mounted by Queensland Theatre Company
- Excellent technical operations for all productions

Objectives

- To coordinate technical elements of all Queensland Theatre Company productions
- To maintain all technical requirements within budget
- To coordinate the scheduling of all Queensland Theatre Company productions including touring requirements.

Duties

Objective 1

- Plan and coordinate all technical requirements for productions, ensuring timely communications of requirements to venue staff
- Roster and coordinate all technical crew
- Coordinate technical set up for all productions in the theatre
- Assist Workshop and Wardrobe in the set up and running of productions in venues
- Liaise with the Lighting Designer and Sound Designer/Composer in the provision of all technical requirements in the areas of lighting and sound
- Be familiar with the equipment and technical assets of the company and coordinate the safe installation and operation of such equipment at all times
- Assist the stage management of each production in the preparation and execution of the audio component of the production
- Advise Production Manager in theatre staffing needs
- Ensure timely and effective communication of these requirements to all creative teams
- Provide all technical information to theatre management
- Be the contact point for theatre management on technical matters
- Coordinate the maintenance of technical aspects of running productions
- Provide innovative solutions for realising the highest production standards with limited resources
- Coordinate technical requirements of one-off activities and special events as required
- Assist the Production Manager in planning for all productions and advise him in all developments with creative teams
- Maintain a complete inventory of the Company's technical equipment.
- Where production schedules allow assist Operations Department with the maintenance and running of the studio/performance venues and the workshops and administration areas at 78 Montague Road

Objective 2

In consultation with the Production Manager

- Determine the resource needs of productions, tours and related activities, in conjunction with creative personnel and heads of department
- Undertake detailed costings for all production elements of productions, tours and related activity and provide to the Production Manager
- Be responsible for management and control of technical budgets as allocated by the Production Manager
- Assist stage management for smaller Company events such as playreading and play briefings

Objective 3

- Coordinate technical requirements for touring productions and activities
- Liaise with tour coordinators and touring venue staff to ensure accurate and timely information is issued
- Provide all venue technical information to designers in a timely manner which allows them to redraw productions as required
- Liaise with the operations department to ensure that creative and technical crew travel arrangements match touring schedules

06 PD technical coordinator 031005

REPORTS TO

The Production Manager and through that person to the General Manager

Applications close 14 October and are to be addressed to:

Libby Anstis

General Manager

Queensland Theatre Company

PO Box 3310

South Brisbane QLD 4101