

POSITION DESCRIPTION



Senior Technical Officer, Drama Production



POSITION DETAILS

Position Title	Senior Technical Support Officer, Drama Production
Classification	HEW Level 6
Position Number	TBA
School/Office	Teaching & Research Technical Services
Division	DVC Education & Students

POSITION PURPOSE

The Senior Technical Support Officer (Drama Production) is part of the Humanities, Education and Arts Team and is responsible for providing technical expertise and operational support for all aspects of theatrical productions and performances. This role includes overseeing the setup, maintenance, and operation of lighting, sound, multimedia, and stage equipment, as well as ensuring the safe and effective execution of production designs. Working closely with academic and professional staff, as well as students and Industry colleagues, the Senior Technical Support Officer supports rehearsals, productions, and events, contributing to the creative and technical success of each performance.

The position requires strong problem-solving skills, a keen eye for detail, and the ability to manage multiple tasks in a fast-paced environment. A background in live performance technology and a working knowledge of theatre production processes are essential, as is the flexibility to work outside standard hours during peak production times.

KEY ACCOUNTABILITIES

1. Deliver high-quality technical support for theatrical production and performances as well as directly related practical teaching or research. This includes specialist support when collaborating with academic staff to interpret production requirements and translate them into technical solutions.
2. Support Practical teaching by setting up practical classes and performance rehearsals etc.
3. Prepare and maintain specialist teaching and research facilities to meet operational and safety standards. This includes managing, operating and maintaining all theatre production related hardware (such as lighting, mixing consoles etc) and software systems (such as DANTE, QLAB, Chamsys etc).
4. Provide expert technical guidance to research staff and students, including equipment

- use, data collection, and risk evaluation.
5. Actively participate in continuous improvement initiatives across technical operations, including cross-campus projects and service enhancements.
 6. Ensure the teaching and research areas and the students who work in them comply with safety regulations by conducting regular safety audits of such areas as required by the University's Safety policy. Conduct laboratory safety inductions for new staff and students working in practical teaching spaces
 7. Author and assist with the development of standard operating procedures. Ensure that procedures are up to date and followed by staff and students.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Relevant degree or equivalent experience in live production technical support, technical theatre production, stagecraft and/or an equivalent combination of relevant experience and education/training.
2. Demonstrated extensive experience in the provision of technical support related to teaching and research, including preparing and setting up practical teaching spaces or research spaces.
3. Demonstrated extensive experience in technical theatre production, including lighting, sound, and stage management.
4. A strong operational knowledge of theatre systems, including lighting, sound, staging, and multimedia equipment, ensuring functionality and safety related equipment.
5. **Strong problem-solving and planning skills** – Ability to analyse issues, prioritise tasks, and manage competing demands effectively.
6. **Clear communication and organisational skills** – Strong written and verbal communication, with the ability to document procedures and coordinate multiple tasks efficiently.

KEY RELATIONSHIPS

- **This position reports to:** Technical Coordinator – Humanities, Education and Arts
- **This position supervises** has no direct reports.
- **Key internal relationships:**
 - Technical Manager, Science Education & Humanities
 - Technical Coordinator
 - Other technical team members across the team and cluster
 - School or Institute staff, both Academic and Professional
 - Students
- **Key external relationships:**
 - Suppliers of goods and equipment

CHALLENGES

1. **Balancing multiple competing technical demands**
Role requires the ability and interpersonal skills to prioritise, and undertake multiple tasks, including the ability to work effectively as a team member assisting a diverse set of clients and the ability to exercise judgement, monitor workflow and meet deadlines.
2. **Ensuring compliance with safety regulations across multiple facilities**
The role must uphold strict safety standards, risk assessments, safety performing inductions for staff and students and participating in safety audits.
3. **Driving operational improvements while maintaining daily service delivery** The role is expected to actively contribute to continuous improvement projects, all while ensuring consistent technical support for teaching and research.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

BUSINESS UNIT EXPECTATIONS

Teaching & Research Technical Services (TRTS) conducts its operations on a number of campuses and whilst employees are primarily located on one campus, they may be required to work at and travel between any of these locations for set periods of time to meet operational needs.

Hours of work for employees in TRTS may vary due to operational requirements in supporting teaching classes or research projects. As such the ability to work to a roster between the hours of 7am - 10pm Monday to Sunday may be required.

**Approved by: Transferred to new format Date:
18.7.2025**