

OUR PURPOSE

To make City Recital Hall a performing arts centre renowned for its inclusive contemporary and classical music programming, elevated audience experience, and world-class acoustics.

OUR VALUES

Connection – Live music connects people.

Imagination – Creativity produces better performances

Excellence – Reputation is built through excellence

Sustainability is the key to lasting impact

MY PURPOSE

The Lighting Supervisor is a creative, technical, and administrative role responsible for delivering professional lighting services across a wide range of classical, corporate, and contemporary music events at City Recital Hall. This role also encompasses the leadership and holistic management of the venue's lighting department.

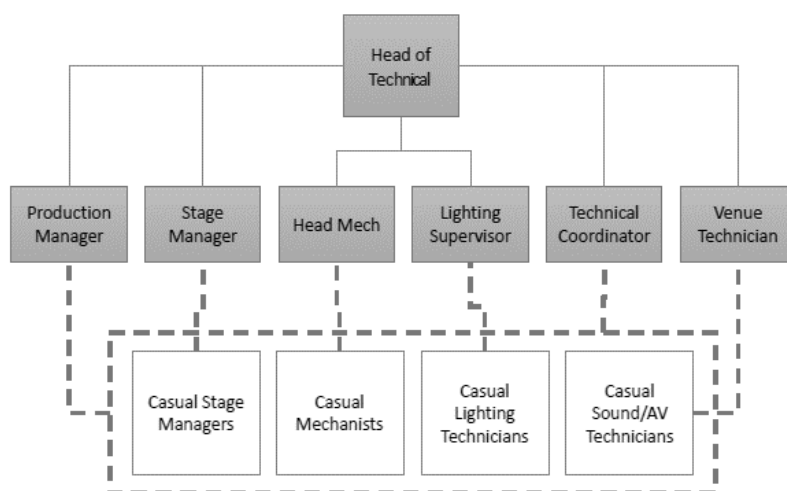
You will provide technical expertise, create lighting designs where required, and liaise with touring lighting designers to ensure all productions meet the artistic and technical expectations of clients and audiences.

Reporting to the Head of Technical, this role includes oversight of lighting operations, staff coordination, departmental procedures, and maintenance of systems and inventory. Flexible hours are required, including regular evenings and weekends.

OUR STRATEGIC FOCUS AREAS



REPORTING LINE



KEY RELATIONSHIPS



MY RESPONSIBILITIES

Responsibilities

Technical Service

- Provide technical expertise to production and event management; install, rig, and operate lighting equipment; assist and enable external sub-contractors.
- Proactively problem-solve with a range of clients and staff, within the available resources.

Event Planning and Administration

- Develop and maintain lighting plans, working with Key Presenters, clients and other City Recital Hall stakeholders in the successful delivery of professional lighting services for the organization.
- Create and deliver a lighting equipment maintenance program managing both equipment and consumable stock; update and maintain the venue lighting technical specifications; document systems and procedures with schematics and “how to guides” for casual crew.
- Liaise with Production and Event Managers to assess event requirements.
- Manage the rostering of lighting staff and allocate resources effectively for production and events, ensuring EA compliance and labor agreements.

Creative Production

- Collaborate and communicate effectively with hirers, artists, lighting designers and crew to ensure the artistic vision is delivered to the stage.
- Investing and training new lighting crew to grow the departments casual pool of technicians, operators, and programmers, ensuring compliance and continuous improvement across the department.

Technical Oversight & WHS

- Ensure clean and hazard-free workspaces; assist in testing and tagging of electrical equipment; report incidents, hazards and near misses.
- Participate in emergency training; adhere to relevant WHS regulations and operate equipment according to safety guidelines.
- Help identify crewing needs and mitigate WHS risks.

Performance Indicators

- Consistently high client satisfaction, technical proficiency, and execution of hirers’ creative vision
- Lighting stock maintained in good working order and stored to enable efficient rig changeovers.
- Maintain excellent professional attitude, punctuality, reliability, collaboration, and personal grooming.

Experience

- 5+ years’ experience in professional lighting services within the live production and performing arts industries.
- Key production administration skills, including not limited to; rostering of staff, pre and post-production, client liaison and WHS policy and procedural management.
- Intermediate lighting design, VectorWorks and Lightwright skills.
- Broad, up-to-date knowledge of stage lighting equipment and emerging technologies.
- Understanding of lighting network systems, sACN, Art-Net and integrated media systems.
- Creativity, with the ability to design and produce a variety of simple lighting effects for the stage.
- Proven aptitude for quick thinking, resourcefulness and problem solving technical and creative issues.
- Ability to collaborate in a creative team working towards a single artistic vision.
- Knowledge of Work Health Safety principles and practices.
- Current NSW Working with Children Check clearance for paid employment.
- Test and tag certification; and/or Rigger’s Ticket
- First Aid certification

Attributes and Behaviours

Connection

- Production excellence supports the artist's connection to their audience.

Imagination

- Discover new ways to maximise the potential of our equipment, systems, and infrastructure.

Excellence

- Elevate our lighting service to enhance the artistic vision and audience experience.

Sustainability

- Care for our equipment ensures lasting technical capacity.

ACKNOWLEDGEMENT

I accept the position description as stated above and that the position description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

Print Name: _____

Signature: _____ Date: _____