

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

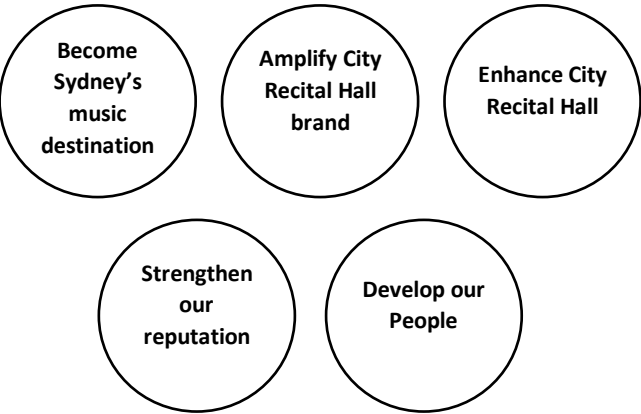
MY PURPOSE

The Venue Technician is a core member of the technical team who brings strong organisational skills, attention to detail, and specialised technical knowledge to proactively manage the maintenance of all technical production equipment, infrastructure, AV systems, and maintenance projects.

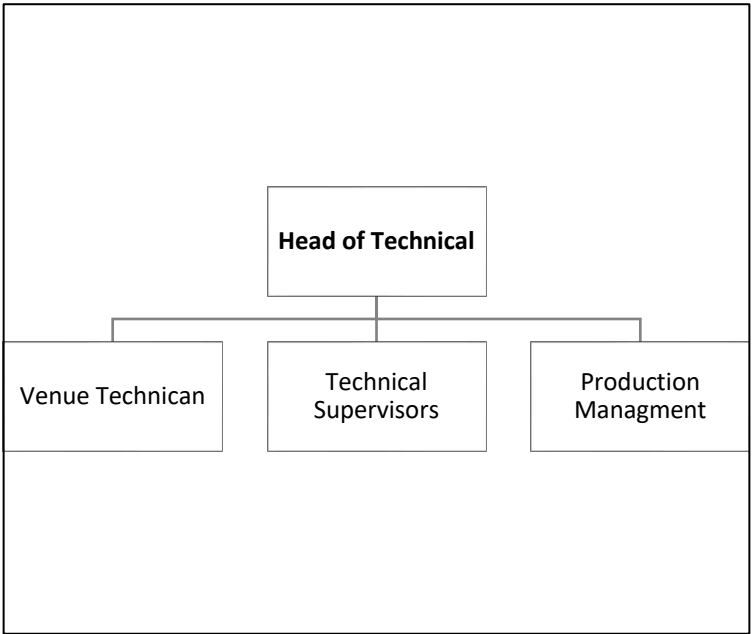
Reporting to the Head of Technical and working closely with the Lighting Supervisor, this role ensures the upkeep of technical assets, assisting with WHS compliance (including test and tag), and maintains back-of-house technical areas and venue-wide equipment.

While primarily working during core business hours, the role requires flexibility, including evenings and weekends, based on the performance schedule.

OUR STRATEGIC FOCUS



REPORTING LINE



KEY RELATIONSHIPS



MY RESPONSIBILITIES**Responsibilities****Technical Maintenance & Infrastructure**

- Proactively identify and undertake technical maintenance projects across the venue
- Maintain and service technical production infrastructure, AV systems, and cabling
- Manage spare parts, tools, cables, and consumables to ensure technical readiness
- Support the upkeep of racks, workshops, control rooms, and storage areas to WHS standards
- Provide hands-on technical support during rehearsals, changeovers, and events as required

WHS & Risk Management

- Ensure clean and hazard-free workspaces
- Conduct testing and tagging of electrical equipment
- Report hazards, incidents, and near misses
- Participate in emergency training and uphold WHS compliance and safe operating procedures
- Assist with technical inductions and training of casual crew and contractors

Technical Documentation & Planning

- Develop and maintain technical drawings, schematics, and documentation
- Assist the Head of Technical in planning and delivering large capital works and technical infrastructure projects, including supplier coordination and site preparation
- Maintain and update technical asset registers and condition reports
- Prepare venue specifications and training materials for internal use
- Liaise with the team to plan infrastructure upgrades and minor projects
- Source and procure technical equipment and supplies as required

Performance Indicators

- High quality of documentation, planning, and maintenance execution
- Consistently professional conduct: punctuality, reliability, grooming, and collaboration
- Proactive contribution to safety, team coordination, and technical readiness
- Minimise equipment downtime through proactive maintenance and timely fault resolution

MY ATTRIBUTES, SKILLSET AND BEHAVIOUR**Criteria****Essential**

- Minimum 3 years' experience in a performing arts technical workshop environment
- Strong project and time management skills; ability to manage multiple priorities and deadlines
- Proven ability to troubleshoot and resolve technical problems independently
- Solid understanding of WHS systems and safety procedures
- Effective decision-making under pressure
- NSW Working with Children Check (paid employment)

Desirable

- Tertiary qualifications in Electronics or related field; test and tag certified
- Technical knowledge in Audio, Lighting, or Staging disciplines
- Intermediate IT skills including network infrastructure, VLANs, AoIP, and VoIP protocols

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 technical services to enhance the artistic vision and industry professional experience.

Sustainability

- Care for our equipment and services 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:** _____