

Job Description: Production and Technical Coordinator (Short term contract)

Position Overview

The role is responsible for the production and technical assistance for select Monkey Baa productions and projects. You will be the key technical coordinator for “Josephine Wants to Dance” which includes rehearsals in Sydney and the transfer for 1 week to the Arts Centre Melbourne. You will be working with Monkey Baa’s Head of Production and Head of Technical to ensure the smooth and efficient delivery of two productions.

Contract period

26 August to 11 October 2024

Full-time (Flexible working hours can be discussed).

Reports To

Head of Production (and working closely with Head of Technical Operations)

Key Responsibilities

- Working with the Head of Production and Head of Technical Operations in pre-production and rehearsals to support the rehearsal process and creative teams in the delivery of the technical and production elements for the remounts of “Josephine Wants to Dance” and “Edward the Emu”.
- Standard Technical duties to include technical planning and equipment schedules.
- Assisting to run the bump in and bump out at Arts Centre Melbourne, leading crews in liaison with the Stage Manager including toolbox talks, set, lighting, audio and other areas of the production bump in.
- Show related duties as required by the production including operation of technical equipment specifically the live audio show plot on “Josephine Wants to Dance”
- To work alongside the stage manager to ensure all production elements are bumped in safely and effectively.
- Troubleshooting all technical elements.
- Responsibility for the upkeep and maintenance of all equipment and on road assets.
- Assistance with the on the road wellness of the company.
- Creating and updating the show paperwork for the productions in liaison with the Stage Manager.
- Other duties as required by the company to include assistance with the relocation of company assets to a new facility in Sydney.

Travel requirements

Please note this role will travel to Melbourne for the bump in, run of show and bump out of “Josephine Wants to Dance”.

You will be responsible for the successful remount of the technical elements of the production including relighting the show and running the audio plot for the season.

Melbourne dates: 30 September 2024 to 6 October 2024.

Remuneration

This role will be paid in accordance with the Live Performance Australia (LPA) Award including allowances for the Melbourne period.

Salary range: \$1,200 to \$1,400 per week plus superannuation.

Selection Criteria

Essential

- Good knowledge of theatrical lighting systems preferably ETC.
- Experience re-lighting theatre shows.
- Good knowledge of live audio and microphones.
- Experience running local crews with proven strong communication and interpersonal skills.
- Sound knowledge of current WHS regulations and risk management.
- Excellent time management.
- Strong all round knowledge of theatre departments and systems.
- NSW Working with children check.
- Driver’s Licence (Class C).

Preferable

- Previous production management roles.
- Plan drawing.
- Previous touring experience is desirable.

How to apply

Apply via our online submission form. Include a short CV and cover letter addressing the above selection criteria.

Apply here <https://wkf.ms/40OKA4t>

Applications closes on Monday 29th July 2024.

Accessible applications

If you require assistance or prefer to submit your application in a different format due to accessibility needs, we welcome you to contact us. Please reach out to Laura Watson, Head of Production, via email at laura@monkeybaa.com.au. We are committed to providing an inclusive and accommodating application process for all candidates.

Equity and recruitment

We celebrate diversity and are committed to creating an inclusive environment for all employees. We strongly encourage applications from First Nations peoples, people with disability, and individuals from diverse cultural backgrounds.

Child Safe Organisation Requirements

Monkey Baa Theatre Company is a Child Safe Organisation. The recruitment process includes comprehensive background checks. It is a requirement for all applicants to provide a valid Working with Children's Check. Ongoing training will be provided, and additional checks such as reference checks and police checks may be conducted where necessary.