



POSITION DESCRIPTION

ARTRAGE TECHNICAL MANAGER

POSITION TITLE: ARTRAGE Technical Manager

DEPARTMENT: Production and Operations

TERM: Full Time // Fixed Term

REPORTS TO: Head of Production and Operations

DIRECT REPORTS: Technical Coordinators, Technical Site Managers, Venue Technicians, Stage Managers

SALARY \$80,000 - \$90,000

ARTRAGE INC

ARTRAGE Inc. is a not-for-profit charity and one of the oldest arts organisations in Western Australia. For over thirty years, ARTRAGE has developed and presented numerous key cultural events and festivals including most recently Rooftop Movies (est. 2012), Girls School Cinema (est. 2018) and FRINGE WORLD Festival (est. 2011).

OUR PURPOSE is to enrich and evolve the culture of Western Australia.

OUR VISION is to embed ARTRAGE event in the hearts and minds of all Western Australians.

OUR MISSION is to provide enduring benefits for artists, audiences, and a diverse family of stakeholders through providing events with a global appeal.

Find out more about the impact and the work of ARTRAGE [here](#).

ACCESS

At ARTRAGE we support and celebrate diversity.

ARTRAGE is proud to be an equal opportunity employer and reviews all job applications free of any bias and provides an inclusive work environment regardless of a person's sex, gender history, sexual orientation, age, race, religious or political beliefs, martial, pregnancy or family status.

ROLE OVERVIEW

The Technical Manager plays a crucial role in ensuring the smooth and efficient operation of all technical aspects across all ARTRAGE activations.

The position requires a highly skilled and experienced individual with a strong background in technical production and a keen eye for detail.

The Technical Manager will oversee and implement all ARTRAGE technical operations, providing technical expertise and support to all staff, artists, and suppliers.

ROLE DUTIES

Technical Operations Management

- Manage the technical requirements of the stage and backstage areas of all venues and activations across ARTRAGE managed activations ensuring safe operation for staff, artists, technicians, and associated personnel.
- Ensure the production of all shows by producing venue plans, rehearsal schedules and technical schedules for the festival including the provision of staff, equipment, facilities, and resources during build, operations, and pack down of all activations.
- Utilise the organisation's systems, policies, and procedures.
- Troubleshoot technical issues and ensure prompt resolution to minimise performance disruption.
- Manage the ongoing procedures and systems for the tracking of all ARTRAGE equipment.
- Produce, manage, and distribute documents for reportage from Staff and Contractors.

Venue Coordination

- Gain a thorough understanding of all ARTRAGE venues and maintain accurate Venue documentation, ensuring feedback from technicians to increase efficiency during build, operations, and pack down.
- Liaise with visiting companies, promoters, producers, and hirers on providing relevant services and equipment within the bounds and restrictions of the activations, associated venue, and allocated budget.
- Ensure the successful presentation of all shows and events, ensuring the highest possible standards are maintained for visiting companies and the customer.
- Work alongside the Operations Manager to ensure venues are compliant and make amendments or additions as required.

Supplier and Contractor Management

- Manage existing relationships with lighting, sound, and other technical equipment suppliers.
- Research and manage new supplier and contractor negotiations, including researching technical solutions, ensuring best value for money whilst maintaining high artistic ideals in support of performances.
- Purchase consumables and complete maintenance as required across all ARTRAGE assets.
- Produce, manage, and distribute documents for reportage of any damages / loss of ARTRAGE equipment and the equipment of external suppliers.
- Maintain accurate staff and supplier contact lists.

Financial Management

- Oversee the expenditure of the technical budget as set by the Head of Production and Operations and ensure that the expenditure is appropriate and within budget, providing and maintaining systems to monitor and record expenditure.
- Keep the Head of Production and Operations informed of any changes to budget, providing costings and seeking, where appropriate, authority for expenditure for large amounts.
- Work alongside all Managers to guarantee efficient and cost-effective resource management of all technical elements.
- Process invoices in a timely manner and produce an accurate financial report at the close of the season.

Health & Safety Policies & Procedures

- Maintain an awareness of and ensure that all aspects of technical delivery are safe and conform to the appropriate legislative and licensing requirements.
- Ensure that all bump-in, operations and bump-out health and safety regulations are adhered to and maintain and develop appropriate Health & Safety Procedures and Risk Assessments as required.
- Work with the Programming and Production Departments to ensure that all artists or companies are risk assessed prior to live performance and respond and mitigate any additional risks throughout their performance season.

- Notify the Chief Executive and the Head of Production and Operations of any Health or Safety issues that arise and assist in ensuring that responsive remedial works are carried out.
- Produce and maintain Health & Safety records relevant to the department as required.
- Ensure compliance with OSH legislation, policies, procedures, and work practices and participate in risk assessments as required.

General

- Report any damages and advise on the maintenance or works required.
- Assist the Projects team in all outreach activations as required.
- Be pro-active in your approach to problem solving and have a 'can-do' attitude towards all interdepartmental technical requests and requirements.
- Act as a brand ambassador for ARTRAGE and represent the company at corporate and key industry events as and when appropriate.
- Seek and devise methods to minimise the environmental impact of the festival and improve overall sustainability.
- Ensure availability for regular evening and weekend work during festival operations.

Team Management and Development

- Have a sound understanding of the Live Performance Award, lead on sourcing, vetting, recruitment, contracting and training staff and provide line management, technical support, guidance, and supervision to the technical team.
- Develop a close working relationship with the ARTRAGE Producer to increase understanding and communications with artists.
- Conduct debriefs and exit interviews with staff and participate in internal and external feedback systems across planning, operations and debrief.
- Update and improve all Knowledge Retention documentation.
- Foster a positive and collaborative work environment, promoting teamwork and professional development across all departments.
- Embrace the ARTRAGE Values in all areas of work.

Skills Required

- Proven experience in Technical Management within the performing arts or events industry.
 - In depth knowledge of technical production elements, including lighting, staging, sound and audio-visual equipment.
 - Proficiency in relevant software and technical systems commonly used in the industry.
 - Strong leadership and team management skills with the ability to motivate and guide a diverse team.
 - Excellent organisational and problem-solving abilities, with a keen attention to detail.
 - Outstanding communication and interpersonal skills to collaborate effectively with internal and external stakeholders.
 - Ability to work under pressure in a fast-paced, dynamic environment.
 - Understanding of health and safety requirements and the ability to ensure compliance.
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Location

Subject to State Government Guidelines, the role will operate from the ARTRAGE HQ Office (89 Melbourne Street, Northbridge.). This is also an active on-site role and will also be based across all relevant ARTRAGE Event sites when required.

Application Process

In your application, please provide:

- A cover letter (max 2 pages) that addresses the Skills and Experience required for the role;
- Confirmation that you have read and can accept the contract start date as listed; and
- A current resume with contact details of two professional referees.

Application closing date: **Friday 31 May, 2024**

To apply for the position, email your application to Katie Dixon, Head of Production and Operations, katie.dixon@artrage.com.au with Technical Manager in the Subject heading before the application closing date.

Applications received after the closing date will not be accepted.

Applications can only be sent via email as MS Word or Adobe PDF files with a total size of no more than 2MB. Do not attach ZIP or password protected files.

If you are unable to apply online or if you have any questions or queries regarding the application process or position, please email us at hello@artrage.com.au or call us on (08) 9227 6288.

At ARTRAGE we support and celebrate diversity. ARTRAGE is proud to be an equal opportunity employer. Persons of all backgrounds and beliefs are encouraged to apply.

By applying for this position, you acknowledge and accept our Privacy Policy, which is available to view on our website.