



## POSITION PROFILE

<b>Position Title:</b>	Venue Supervisor	<b>Remuneration:</b>	<b>\$63,627</b>
<b>Organisation Unit:</b>	Technology	<b>Employment Type:</b>	<b>Fixed Term</b>
<b>Term of Contract:</b>	8 weeks	<b>Classification:</b>	<b>LPA Level 7</b>

### OBJECTIVE

This position supports the efficient operation of NIDA as an Australian Educational Institution for higher education, short courses, corporate training and of NIDA's venues as a commercial performing arts centre under the NIDA Theatres banner.

The Venue Supervisor reports to the Technical Operations Manager and is responsible for supervising external clients while they are onsite within the NIDA venues, while also managing the safe operation of the venue.

### KEY ACCOUNTABILITIES

- The safe supervision of external clients within venues.
- Supervise the efficient bump-in, running, and bump-out of flying, lighting, and audio needs of external clients into the venue.
- Conduct relevant safety inductions to external clients when entering the venue.
- Working with external clients to deliver the staging elements for all assigned NIDA projects using industry best practice.
- Liaise with the external clients on the safe operation of their shows within the NIDA Theatre complex.
- Ensuring all equipment is in working order and reporting broken equipment/maintenance needs to the Technical Operations Manager and the Venue Technical Supervisor.
- Maintain a safe working environment of all production areas.
- Undertake other relevant duties as required by your manager or their delegate across all technical departments in support of NIDA Operations.
- Adhere to all WHS requirements of the organisation and relevant associated legislation.



## KEY PROFESSIONAL RELATIONSHIPS

**Reports to:** Technical Operations Manager

**Supervisors:** Casuals and students

**Internal:** NIDA Theatres, Tech Ops, Academic staff, students, Production and Management staff, other NIDA staff

**External:** Contractors, clients

## SELECTION CRITERIA

### Essential:

- Experience in venue supervision in a similar role in a producing theatre company or theatres complex.
- Expert knowledge of staging technology and systems for live performance.
- Excellent customer service skills, including strong interpersonal and negotiation skills.
- Exceptional people leader with the ability to work effectively and to be effective with all stakeholders.
- Hold a valid White Card.
- Highly motivated with a strong entrepreneurial spirit.
- A high level of understanding of Work Health and Safety legislation and procedures as it relates to the theatre and entertainment industries with proven experience of implementing these requirements in a sympathetic manner.
- Proficiency in the use of Microsoft Office including Word, Excel and Outlook.
- Must have a valid Working with Children Check or be willing to obtain one.

### Desirable:

- An appreciation of the art form of theatre, especially in an educational context.

This Position Profile will be reviewed and updated on a regular basis to reflect changes in the requirements of the position.