



BRISBANE GIRLS GRAMMAR SCHOOL

Position Description

Position Title:	Production Technician (Drama and Music)
Faculty/Department:	Creative Arts
Employment status:	Part-time (0.8FTE), initial 12-month contract, term time
Reports to:	Director of Creative Arts
Classification:	Professional Staff, Level 4

Brisbane Girls Grammar School

Brisbane Girls Grammar School is one of Australia's leading girls' schools, established in 1875 as one of Queensland's original Grammar schools. An academically non-selective independent school, BGGS provides a broad, liberal education for 1420 girls in Years 7 to 12.

Girls Grammar strives to enrich girls' lives through learning, establishing the educational foundation for young women to contribute confidently to their world with wisdom, imagination and integrity. The School's curious, adventurous and principled students are nurtured by dedicated, expert staff, and supported by a community of parents, alumnae and friends that values the finest traditions and aspirations in education.

The Position

The rich performance traditions of Drama and Music encourage students to develop a unique artistic voice to express powerful ideas. The School's approach to teaching and learning reflects contemporary practice and sees students innovate, create and perform.

The Production Technician provides technical production support, such as stage management, and audio visual (AV), sound and lighting services across Drama, Dance and Music performances. Working closely with academic staff, the technician will support School performances, theatre productions, concerts and rehearsals, as well as other parent or community events.

This role requires flexibility of working hours (including evenings) during peak production and event times.

Key Accountabilities

Duties include, but are not limited to:

- providing technical and classroom support to academic staff, in particular, Drama and Music teachers

- providing audio visual, sound and lighting services for classes, student assessment, practical exams and ensembles
- undertaking activities such as editing, mixing, designing, transcoding, and conversion and file management
- completing rigging and setting of lighting, and setting up sound equipment and technical systems used during events, rehearsals, performances and assessments
- operating sound, lighting and other technical systems during performances
- maintaining risk assessments, and ensuring compliance with School and legislative workplace health and safety requirements
- troubleshooting and resolution of equipment issues
- undertaking regular checks on all audio visual equipment, screens and lights, and ensuring exhibition spaces are well maintained
- coordinating ongoing repairs and servicing of equipment
- managing and organising storage areas including stage sets, costumes, props, technical equipment and other production resources
- providing audio visual support for whole-school events, including parent facing and/or community events
- assisting with general administrative tasks
- contributing (where appropriate) to faculty meetings and committees.

Qualifications, Experience and Competencies

- Tertiary qualifications in a relevant discipline, such as Bachelor of Fine Arts (Technical Production)
- Demonstrated operational experience in lighting, audio mixing, sound reinforcement, video services, stage lighting, stage production and rigging
- Capable of using a range of video editing production software, such as QLab, Premiere and digital audio workstations
- Demonstrated intermediate computer skills and experience with Microsoft Office Suite
- High level written and oral communication skills
- Strong organisational and time management skills, to prioritise competing demands and deliver quality outcomes
- Thorough knowledge and understanding of workplace health and safety regulations, as they apply to safe theatre practices and procedures
- Displays energy and initiative and acts in a self-directed way
- Highly professional presentation and manner
- Previous experience in a similar position within the secondary education sector would be an advantage
- Ability to acquire and maintain a Positive Working with Children Check (Blue Card)