



POSITION DESCRIPTION

Position	Senior Technician - Staging
Department	Production and Presenter Services
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024</u> and its successors
Award classification	Live Performance Award
Remuneration	\$72,500 pa, plus 12% superannuation
Terms of engagement	Ongoing in a full time (1.0 FTE) capacity
Work location	Geelong Arts Centre, 50 Little Malop Street, Geelong Costa Hall, Deakin University Waterfront Campus, Geelong
Date reviewed	December 2025
Approved by	Chief Executive Officer & Creative Director

ABOUT GEELONG ARTS CENTRE

We curate, support and present a diverse range of music, theatre, comedy and dance performances, as well as important cultural and arts practice dialogue, workshops, developments, community experiences and free public activations. Our work seeks to welcome every person in our community to engage, learn and express their creativity, making art a universal experience.

Geelong Arts Centre is the cultural heartbeat of Victoria's second-largest city. Established in 1981 as a Victorian Government statutory agency, we have evolved into Australia's largest dedicated regional performing arts complex. A landmark \$140 million redevelopment, completed in August 2023, quadrupled public space, installed world-class staging, lighting and acoustic systems, and created fully accessible foyers that link the historic Ryrie Street building with a striking new Little Malop Street façade designed in consultation with Wadawurrung Traditional Owners.

The campus now comprises four distinct performance venues supported by rehearsal studios, exhibition foyers and meeting and event spaces. Additional creative spaces include purpose-built rehearsal rooms, creative workspaces, and a range of hospitality areas including *Tutti*, our in-house café and restaurant which serves both the general public enjoying the precinct and our audiences pre-show.

Geelong Arts Centre curates a year-round season that pairs national and international touring productions with locally produced work. The Centre also commissions and co-produces work with producers from across the country. Core strands span mainstage theatre, contemporary dance, classical and popular music, children's and family programming, First Nations storytelling and multidisciplinary festivals. A large number of community events perform annually including schools and community ensembles alongside commercial promoters and touring artists.

Geelong Arts Centre is supported by a strong and growing philanthropic and corporate community who champion our work for and by the community. Community engagement and lifelong learning are embedded in our *Creative Learning* program which partners with

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educators from kindergarten to Year 12, offering curriculum-aligned performances, artist workshops and teacher resources. *Creative Engine*, the Centre's industry development hub, allocates seed funding, rehearsal space, mentoring and networking to emerging artists, sustaining a vibrant regional talent pipeline.

Access programs including Auslan-interpreted shows, relaxed performances, sensory-friendly matinees and ticket subsidies ensure that people of all ages, abilities and backgrounds feel welcome.

OUR PEOPLE

We want to make Geelong Arts Centre a place where people genuinely want to work — safe, supported, motivated, and inclusive. The Centre will invest in its workforce by building skills, capability, and organisational agility, while recognising and rewarding performance. We are committed to fostering a diverse, positive, and values-led culture that prioritises wellbeing, engagement, and development. We want to ensure a strong, capable, and inspired team drives the Centre's success.

At Geelong Arts Centre, our people embody four core values that drive everything we do. We are bold in our approach, embracing the freedom to challenge boundaries and think differently. Our welcoming spirit is reflected in genuine smiles that celebrate inclusiveness and our shared passion for creativity. We stay deeply connected by proactively engaging with arts and wider communities, facilitating meaningful exchange of ideas that enrich our cultural landscape.

Working as an ensemble, we value every team member's unique contribution as we strive toward our common purpose. This collaborative spirit extends to our commitment to professional development - we invest in structured learning pathways that help our people grow their skills and advance their careers. By bringing together diverse backgrounds, perspectives and experiences, we create an environment where creativity thrives and extraordinary cultural experiences come to life. Together, we're building a vibrant hub that connects global ideas with local stories and nurtures the artistic heart of our region.

See more in our [Strategic Plan](#).

RELATIONSHIPS

Reports to	Head of Staging
Supervises	The role includes supervisory responsibilities overseeing the day-to-day prioritisation and coordination of workloads within the Technical Operations team.
Internal Relationships	CEO and Creative Director, Directors, People Leaders, Managers, Centre staff, Technical Operations Manager, Heads of Department, Supervising Technicians, Casual Technicians, Presenter Services, Programming departments, ICT Team and Facilities Team.
External Relationships	Visiting companies including professional and community groups and all users of Geelong Arts Centre; performers and production personnel; external contractors, suppliers and associated third parties (as required); Deakin University staff.

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POSITION OVERVIEW

The Senior Technician - Staging is part of a team charged with delivering technical production services to the highest of standards within all Geelong Arts Centre venues and performance spaces. This position is customer focused and supports presenters to achieve excellence in their field, drawing on a high level of skills and experience as a technical operator, together with a comprehensive understanding of Staging equipment and systems.

The Senior Technician - Staging provides specialist advice and assistance in planning and executing production and technical requirements, including tasks to ensure Staging assets are properly stored, maintained and that equipment is operational with documentation maintained.

PRIMARY RESPONSIBILITIES

1 People and teams

- Actively contribute to the success of the Staging team, the Technical Department and the wider organisation by working collaboratively and providing technical support, guidance and advice to the Geelong Arts Centre's internal and external stakeholders in the delivery of the department and presenter outcomes.
- Supervise Technicians, including during maintenance shifts and while working on shows, act as Supervising Technician, providing supervision of the broader tech team on shift.
- Assist in the design, planning and implementation of training and development for technical staff relating to Staging services and the operation of Counterweight Flying and Automation equipment (including on-the-job training and induction).
- Be an active and supportive member of the Technical Operations team.
- Provide clear communication to technical staff about presenter needs.
- Lead by example in living the Centre's values-in-action and modelling best practise to develop and motivate team members using a coaching and mentoring approach to manage performance.
- Act in accordance with the Centre's First Aid Management procedure as a First Aid Responder.

2 Technical and customer service

- Safely operate counterweight and automated systems during bump in/out, rehearsals and performances. The nature of this work may require working from heights and ability to lift and carry technical equipment
- Draw, interpret and create documentation such as hanging plots and cue sheets
- Work collaboratively across technical departments and actively contribute to the success of events at the Geelong Arts Centre.
- Ensure safe and efficient setup and operation of all staging elements.
- Conduct regular inventory checks of all Staging equipment. Properly store, clean, and maintain equipment and keep storage areas clean and tidy.

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- Provide excellence in customer service and promote effective communication within the Technical Operations team and other key stakeholders.
- Be acutely aware of emergency and evacuation procedures for the technical department.
- Perform duties as required by the Head of Department and Technical Operations Manager.

3 OH&S and Compliance

- Ensure appropriate resources and processes are used to eliminate or minimise risks to health and safety in area of responsibility.
- Assist in implement and evaluate risk management systems, Safe Work Method Statements and safe working practices for event planning and delivery.
- Participate in site inductions, risk assessments and inspections as appropriate.
- Follow all Occupational Health and Safety policies and Procedures, including but not limited to:
 - Using equipment in the recommended manner and personal protective equipment as required
 - Reporting any hazards, unsafe work practices or incidents
 - Participating and contributing to discussions on safety implementations

Values, Governance, Safety & Risk Management

The incumbent shall carry out their duties in accordance with legislative and governance requirements, Centre policies, procedures and practices, safety principles, code of conduct for Victorian public sector employees, and Victorian Public Sector Values.

Commitment to Health and Safety

- All staff are responsible for the reasonable care for their own health and safety and that of other people who may be affected by their conduct.
- Geelong Arts Centre is committed to providing a workplace that protects the physical and mental health, safety and wellbeing of our people, visitors and others who work for and with us. Our leadership is critical to promoting a safety culture that is inclusive, supportive, adaptive and free from harassment, discrimination and bullying and achieves positive safety outcomes for our people. Our executive and people leaders are responsible for providing and maintaining a safe and mentally healthy workplace culture where we take care of each other through supporting and providing a work environment where safety is prioritised.

Undertake other duties or projects as reasonably requested.

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SELECTION CRITERIA

Essential qualifications and experience

To be successful in this position, you will have:

- Experience working in a large-scale theatre or similar venue.
- Experience loading and operating counterweight fly systems.
- Experience in maintaining safe systems of work, including ability to identify hazards and risks and consult, communicate and resolve OHS issues
- Ability to resolve issues and convey technical information to people with a non-technical background.
- Understanding of health and safety requirements in a Theatre/performing arts environment.

Desirable qualifications and experience

- Expertise with automation and power flying systems.
- High Risk Work License to perform Intermediate Rigging.

Special requirements

- Flexibility in working hours to support daytime, evening, and weekend work will be required as part of the normal hours of duty for this position.
- The following checks, licences and certifications are required for this role:
 - Current and valid Working with Children's Check (employee)
 - Completion of HLTAID011 Provide First Aid course, or equivalent, to perform as a First Aid responder. Training will be provided by Geelong Arts Centre.

The employee must provide evidence that they hold current certifications prior to commencing employment with Geelong Arts Centre. The employee must maintain currency of these checks, licences and certifications for the duration of their employment with Geelong Arts Centre.

CAPABILITIES

Demonstrable behaviour, skills, knowledge and abilities in the following core capabilities:

Service culture A people first attitude; considers others' perspectives in making decisions and providing consistent quality advice and service; offers solutions and strategies that best serve the stakeholder's needs.

Communicating with influence Engages and energises others through confident and persuasive communication; confidently conveys ideas and information with

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clarity, understands and meets the needs of target audiences (i.e. the right information to the right people), welcomes constructive feedback and sees things from others' points of view and confirms understanding.

Planning and organising	Plans, analyses and co-ordinates the delivery of projects / assignments while balancing priorities and resources; continually evaluates progress and re-prioritises work based on changing needs; develops and implements systems and procedures to guide work and track progress and recognises barriers and finds effective ways to deal with them.
Consulting and advice	Interprets needs and offers pragmatic and valued advice; ensures solutions are leading practice and sustainable; supports the achievement of outcomes for stakeholders.
Stage Craft	Expertise, knowledge and skill in using equipment to hold or move stage equipment and props in a theatre space to create immersive audience experiences and bring to life the artistic vision of the production.

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position. Its purpose is to provide an outline of scope and responsibilities, at a point in time. The scope of the role may be altered from time to time in accordance with changing business requirements.

INSTRUCTIONS TO APPLICANTS

To apply for this role please use the [Careers](#) page of our website. To be considered for this opportunity, candidates must address the **Selection Criteria and Capabilities** requirements and follow the instructions on the Geelong Arts Centre website.