



POSITION DESCRIPTION

Position: Venue and Technical Manager

Classification: ATO Level 5

Reports to: Director of Corporate Services

Tenure: Ongoing

The Theatre Manager is responsible for the safe and efficient operation of the College's theatre and performance spaces. This role balances venue management (planning, scheduling, client support, and event coordination) with hands-on technical delivery (lighting, sound, staging, vision, rigging and AV) for College productions, masses, liturgies, assemblies, presentations and key events.

The role ensures the theatre is maintained to professional standards, systems are compliant and safe, events are well supported, and staff and students are assisted to deliver excellent performances and experiences.

KEY RELATIONSHIPS: Head of Dance and Drama, Head of Music, Staff, Students, Facilities and Grounds Manager, Director of Corporate Service

The outline of this role is as follows:

1. MAIN RESPONSIBILITIES

- Manage bookings and scheduling for the theatre and associated spaces, including rehearsals, performances, and school events
- Ensure productions, performances and events are delivered to a consistently high technical and artistic standard, reflecting professional-level production values appropriate to a school performing arts program
- Provide event planning support including technical scoping, run sheets, staffing needs, bump-in/out schedules, and venue readiness
- Liaising with internal and external creatives, directors and production teams throughout the production lifecycle, from concept through to performance
- Strong practical knowledge of technical production requirements across live theatre, music performance, dance performance, festivals and events
- Act as primary point of contact for internal stakeholders and (where applicable) external hirers, ensuring clear communication and expectations
- Maintain theatre documentation including venue procedures, event checklists, standard operating procedures and emergency plans
- Operate and/or supervise lighting, sound, vision/projection and staging for events and productions
- Prepare and maintain technical plots and documentation (lighting plans, patch sheets, input lists, stage layouts, cue sheets)

- Set up, test and pack down equipment to a consistently high standard
- Troubleshoot faults quickly during rehearsals and live events, maintaining a calm, solution-focused approach
- Opening and closing venues and ensuring systems (lighting, sound, vision, etc.) are operational and used appropriately
- Maintain theatre equipment and infrastructure including lighting fixtures, consoles, dimming/network systems, audio systems, microphones, speakers, comms, projection/LED screens, staging and curtains
- Manage routine inspections and maintenance schedules; coordinate repairs with approved contractors as needed
- Maintain an equipment register, consumables stock and recommend upgrades/replacements
- Assist with budgeting for theatre consumables and capital works, providing quotes and technical advice
- Ensure all theatre operations comply with WHS legislation and College policies, including risk management for events and productions
- Conduct pre-event safety checks, ensure safe manual handling, and maintain clear access/egress and emergency pathways
- Implement safe practices for rigging, ladders, EWPs, elevated work, electrical safety, and hazardous materials (where applicable)
- Maintain safety documentation including risk assessments, SWMS (as relevant), incident reporting, and equipment test/tag compliance
- Support staff and students involved in productions and events, including training in basic backstage/technical skills and safe work practices
- Assist with developing student crew roles (e.g. lighting board, sound, stage management support), as appropriate to College programs
- Provide technical mentoring during rehearsals and performance weeks, ensuring safe, reliable and a quality show delivery

2. SELECTION CRITERIA

Essential

- Model and maintain the Catholic and Mercy ethos and traditions of the College
- Demonstrated experience in theatre management and/or live event technical operations
- Strong practical capability across lighting and/or sound, with working knowledge of staging and vision/projection systems
- Proven ability to plan and deliver events under time pressure, including bump-in/out and live show operation
- Sound knowledge of WHS requirements in performance venues, including risk assessment and safe work practices
- Ability to work independently, prioritise competing demands, and communicate clearly with diverse stakeholders
- Strong problem-solving skills, attention to detail, and a calm approach during live events
- Willingness to work flexible hours including evenings/weekends during productions and major events

Desirable

- Experience working in a school setting or with youth performers/crew
- Experience supervising casual staff/contractors or coordinating volunteer crews
- Familiarity with theatre booking systems, asset registers, and event documentation processes
- Capability with common theatre/AV systems (e.g., digital mixing consoles, lighting control software) relevant to the College's equipment
- Working Safely at Heights ticket
- Rigging ticket

3. TERMS OF EMPLOYMENT

- Working with Children Check (WWC) required
- National Criminal History Check (as issued by the Department of Education WA)
- This role includes irregular hours across the year, with peak workloads during production weeks and major College events
- Time in lieu or flexible arrangements may apply in line with College policy

Date Reviewed: December 2025