

APPLICANT PACK



A Body Which Draws Itself by Micah Rusfichelli, 2024. Image by Lachlan Douglas.

TECHNICAL COORDINATOR

ABOUT METRO ARTS



Metro Arts exists to ensure new art is created today, tomorrow and beyond.

Metro Arts is Queensland's leading multi-arts incubator dedicated to the development of contemporary art and independent artists. Over our 45-year history, Metro Arts has been a launch pad and provided ongoing support for career trajectories for some of Australia's finest artists across visual and performing arts.

At Metro Arts we work exclusively in contemporary art because these are the artforms of the future – these are the ones that will make new ways of seeing, thinking and feeling possible.

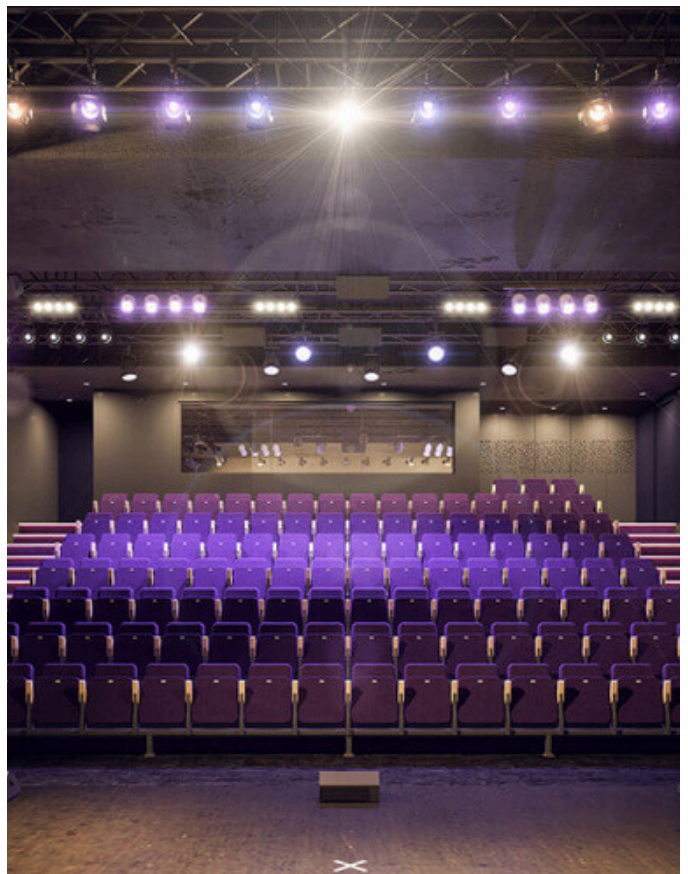
These are the artforms articulating a new understanding and a new way forward.

OUR PROGRAM

Each year, Metro Arts presents a Performance and Visual Arts program, alongside providing space for venue event hires.

Within our program, we work with early career through to established practitioners working across a diverse cross-section of contemporary performing arts practice.

Our program emphasises quality contemporary practice that demonstrates innovation, experimentation, rigour and critical engagement.



ABOUT THE POSITION

We are seeking a highly collaborative and detail-oriented person with strong technical proficiency and problem-solving skills to work closely with stakeholders, manage production needs, supervise event schedules, and ensure seamless technical execution for our diverse range of events and performances.

The Technical Coordinator provides support to events being presented at Metro Arts' various venues and facilities, and provides management and delivery of technical services and venue operations across Metro Arts' multiple sites.

The Technical Coordinator will actively participate in venue maintenance and the ongoing Health, Safety and Environment policies and procedures of the venue.

This position is an excellent opportunity for a motivated technician who thrives in a fast-paced and creative environment across performance and visual arts, and who enjoys problem solving and working with independent artists to realise their vision. You will bring a keenness to offer technical expertise while still getting your hands dirty given the nature of our small but nimble team.



Contact Zone by Victoria Wareham, 2024. Image by Josef Ruckli.

ABOUT THE POSITION

ROLE PARTICULARS

- Commencement: As soon as possible
- Salary: Based on experience, from approximately \$62,800 per annum plus statutory superannuation, and in line with Level 10 Live Performance Employee (Level 8 Production and Support Staff) as per the Live Performance Award 2020.
- Hours: Full time (37.5hrs), with the ability to accrue TOIL as needed, for key programming periods across the year.
- Flexibility: This role has been designed with flexibility to work with the often-complex schedules of artists and incorporates key duties that need to be fulfilled outside of normal business hours Monday – Sunday. Effort is made to not schedule duties for Sundays, but the Employee needs to be aware that some Sunday hours may apply.
- Leave Entitlements: 5 weeks annual leave pro rata.
- Location: Based at Metro Arts in West End, Queensland.
- Reports to: Metro Arts' Operations Manager

INDIVIDUAL FLEXIBILITY AGREEMENT PROPOSAL

As Metro Arts is a small-to-medium organisation, it will look to negotiate an Individual Flexibility Agreement with the Employee in addition to their Employment Agreement.

The Individual Flexibility Agreement alters the application of certain provisions in the Live Performance Award with respect to Leave Loading and rostered breaks.

The Agreement will request that the Employee forgoes leave loading as outlined in the LPA, and is given an extra week of annual leave (5 weeks total) in their employment.

Additionally, it requests that the Employee take only 30min unpaid lunch breaks when rostered on for more than 5 hours, instead of the stipulated 1-hour unpaid lunch break, and undertake shorter shifts by 30mins, therefore not being out of pocket.

ABOUT THE POSITION

SUMMARY OF KEY RESPONSIBILITIES

Technical Coordinator

- Working with the Operations Manager, oversee the planning, scheduling and undertaking of regular maintenance of Metro Arts' facilities and equipment, and ensure the effective installation and use of all technical equipment and systems.
- Assist in the creation and ongoing management of venue documentation, operational processes and routines as required. This includes plans, schematics, DWG files, asset registers, operational manuals and user procedures.
- Assist in promoting and fostering a safe and supporting working environment, and comply with all Health, Safety and Environment policies.
- Coordinate the generation and review of venue and project risk management documentation and procedures, and their implementation.
- Support, coordinate and supervise casual venue technical staff.
- Provide technical advice and support to all events and activities in Metro Arts' venues, including programmed works, artists and external clients.
- Work with the Programming Team, the Venue and Event Officer, and stakeholders regarding the pre-production planning for events (including events, performances and exhibitions), provide technical support for the bump in/out, installs and preparations for cueing and delivery of vision, sound and lighting, and as required undertake operator responsibilities. The scope of this may include but is not limited to lighting, sound, vision, set, props, costumes, schedules, transport and freight.

ABOUT THE POSITION

KEY SELECTION CRITERIA

- Ability to rig, patch, program and operate lighting equipment, vision systems, and mixing live sound.
- Experience in creating and managing technical systems for a venue.
- Knowledgeable in set construction and rigging.
- Experience with production/event management/stage management procedures.
- Ability to monitor event/department budgets.
- Strong communication skills, and ability to prioritise tasks and meet deadlines.
- Passion and commitment to new contemporary work of excellence.

QUALIFICATIONS AND/OR EXPERIENCE

- Professional or tertiary qualification in Technical Production, or equivalent professional experience.
- Experience in theatre production and event management.
- Experience in gallery and exhibition environments including installation and maintenance (Preferable but not required).
- Strong detailed knowledge and experience in at least one backstage discipline.
- EWP Operators Ticket, yellow card (Required or willingness to acquire).
- Other relevant health and safety training, such as First Aid (preferable or willingness to acquire).

APPLICATION TIMELINE

APPLICATIONS CLOSE

11:59PM, 21 APRIL 2025

Applications should be submitted via email addressed to the Operations Manager, Shani Gould - business@metroarts.com.au with 'Technical Coordinator' in the subject line.

Please include:

- CV and applicant statement of no more than 2 x pages addressing the key selection criteria;
- Contact details of two referees including name, relationship to candidate, current phone number and email address;
- Indication of earliest date that you could commence the role; and
- Availability to attend an interview on 29 or 30 April.

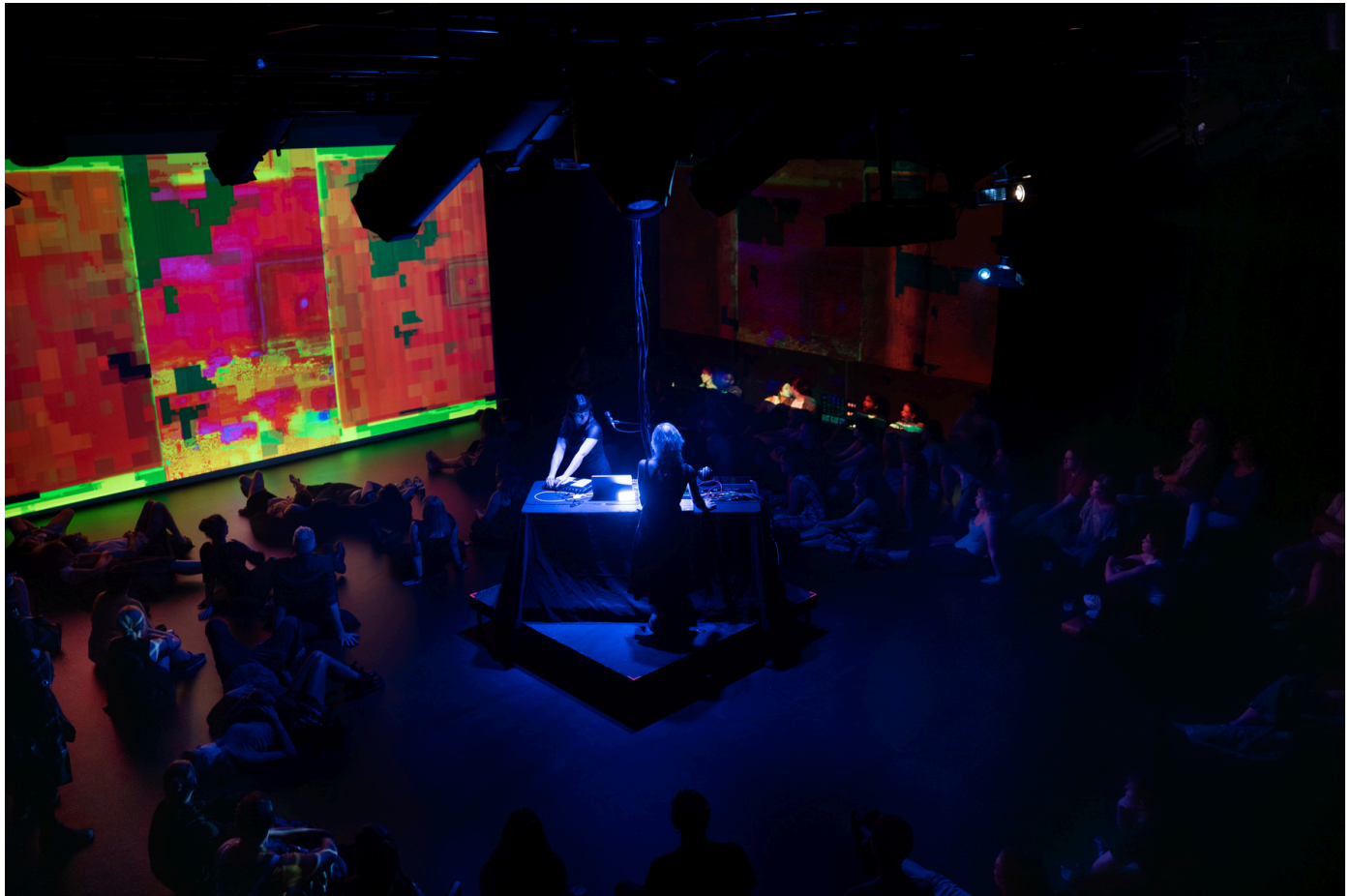
INTERVIEWS

Shortlisted applicants will be notified by 24 April and invited to attend an interview on 29 or 30 April.

Interviews are available either in-person (preferable) or online if required.

GENERAL INFORMATION

If you have any questions about the role that are not answered by this document please contact Metro Arts' Operations Manager - Shani Gould via email - business@metroarts.com.au



Full Spectrum by Anna Whitaker and Riley Towers. Image by Cat Sorensen.

Metro Arts is committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.

Government Partners



Dedicated to a better Brisbane

Metro Arts is supported by the Queensland Government through Arts Queensland. Metro Arts is proudly supported by Brisbane City Council. Metro Arts Visual Arts (MAVA) Substation is assisted by Brisbane City Council.