

POSITION DESCRIPTION

Technical Production Assistant

Position Title: Technical Production Assistant – Handa Opera on Sydney Harbour

Unit: Technical

Reporting to: Production Manager

Location: Based at The Opera Centre, Sydney, but may be required to work and/or be based at other company work locations, as required.

Opera Australia's Vision is to enrich Australia's cultural life with exceptional opera and musical theatre.

Job Purpose

- Provide coordination support and general administration to the Technical Unit in relation to productions and technical delivery to ensure effective and efficient processes and systems and facilitate the smooth running of the department.
- Support the unit in upholding the artistic vision and high technical standards of the OA Technical Unit, providing hands on operational support when required.

Key Accountabilities

Major Responsibilities	Accountabilities	% total job
1. Production Coordination	<ul style="list-style-type: none"> • Provide support to the Technical Unit, in particular the Production Managers, undertaking key coordination functions to ensure the smooth running of the department, productions and financial and regulatory compliance • Coordinate the collection and collation of production documentation and information, prepare accurate and timely department documentation, and make recommendations to improve efficiency, cost management and service delivery • Coordinate financial processes for productions and staging, including budgetary costings • Coordinate the development of Production Health and Safety documentation alongside the Production Managers • Liaise closely with all teams within the Technical unit, including Production Managers, Operations Managers, Manufacturing and stores teams, and other staff across the company as required. 	40%
2. Technical Delivery	<ul style="list-style-type: none"> • Coordinate the development and implementation of systems, processes and policies, including to automate functions required to deliver productions • Coordinate productions communications, including communications to crew such as schedule changes and communications with venues. • Coordinate and administer contracting processes, including expressions of interest, venue contracts, equipment hire and manufacturing contracts • Coordinate and maintain, together with relevant managers, asset management and technical 	40%

	<ul style="list-style-type: none"> documentation, including relating to plant and equipment as well as compliance requirements Coordinate crew and production staff to deliver projects Provide hands on generalist technical support as required including assisting with bump in and outs. 	
3. General Administration	<ul style="list-style-type: none"> Support the Production Managers with travel, accommodation and visas as required. Coordinate and administer department financial and workforce administration. Provide administrative support to the Technical Unit including meeting coordination and minute taking Provide administrative and technical support to the Facilities team 	20%
4. Health and Safety	<ul style="list-style-type: none"> Taking reasonable care of your own health and safety and that of others; Ensuring that your acts or omissions do not adversely affect others; and Complying with OA SAFE and any reasonable instructions, policies and procedure given by OA, to enable OA to comply with WHS laws and maintain a safe working environment. 	Continual
All Opera Australia employees are expected to act and advocate for the highest levels of ethical standards and integrity including compliance with Opera Australia policy and relevant legislation.		

Key Selection Criteria

Education and Qualifications		R	P
Tertiary Qualification in arts, events management, or other related field			X
Drivers licence		X	
Knowledge and Experience		R	P
Minimum 2 years' proven experience in the area(s) of project/event coordination		X	
Sound organisational skills and attention to detail		X	
A high level of initiative		X	
Hands on skills as a Theatrical technician or similar		X	
Experience coordinating crew and operational staff in time limited delivery schedules		X	
Understanding of and experience in the process of delivering a project from inception to bump out		X	
Ability to coordinate a team to deliver a defined part of a project		X	
Ability to develop effective relationships with a diverse range of people and stakeholders, including suppliers		X	
Knowledge of opera and the performing arts sector		X	
Excellent Internet research skills		X	
Excellent written and verbal communication skills		X	
Technical / Specialist Competencies		R	P
Advanced MS office and typing skills, and database administration experience		X	
iPOS purchasing experience		X	
Understanding of Enterprise Bargaining Agreements			X

Experience with cloud based systems	X	
Behavioural Competencies		Level
Time management		High
Flexible and adaptable		Advanced
Self-motivation and initiative		High
Verbal and written communication		Advanced

Working Relationships

Key internal stakeholders
Production Managers, Operations Managers, Technical Director, Finance and Support Unit
Key external stakeholders
Suppliers and Contractors

Important note: This job description serves as a guide to the scope and range of activities that may be required of the incumbent and may change at any time according to the needs and priorities of Opera Australia.

To be completed by Human Resources

Remuneration Level	4		
Role ID		Date Approved	25/09/2020
Industrial instrument and Grade	National Employment Standards		