



EMANUEL SCHOOL

TECHNICAL PRODUCTION MANAGER ROLE DESCRIPTION

Role Purpose

The Technical Production Manager plays a pivotal role in orchestrating, overseeing and enhancing the technical aspects of all major productions, events and musical performances within the school community. This multifaceted role combines innovation with technical expertise to ensure seamless execution of various events, performances, and productions, contributing to an enriched and vibrant school culture.

This is a full time, permanent position with standard hours Monday to Friday, 8.30am - 3.30pm. Work outside of these hours will be required for early mornings, evenings and weekends to support school events.

This role works 48 weeks per year however additional unpaid leave may be available by agreement during the school holidays.

Reporting Lines & Responsibilities

Reporting to the Director of ICT, the Technical Production Manager is responsible for the following duties:

Event Production and Technical Coordination

- Collaborate with production stakeholders to plan and execute technical aspects of school events, including but not limited to theatrical performances, concerts, assemblies, and presentations.
- Coordinate with the event owners, teachers, and students to ensure the technical requirements are met and are in line with the event vision.
- Provide technical support as required for staff and students in the day-to-day use of the audio-visual facilities, ensuring excellent customer service and efficient systems.
- Create, interpret, and implement lighting, sound and audio-visual components for school productions and events.
- Provide technical support during rehearsals and events, including setting up and operating equipment, troubleshooting technical issues, and ensuring the safety of all involved.
- Where required, engage, and coordinate external event organisers to meet technical production requirements and achieve high-quality productions.

- Create and maintain easy to follow instruction guides for all audio visual, lighting and theatre facilities.
- Provide technical oversight for performances and events at the theatre spaces including the supervision of external AV operators on evening and weekend duties.
- Apply knowledge and experience to ensure sets and staging are safe and processes are operationally efficient.
- Facilitate training for students in theatre technical skills and promote the value of the role as a viable career pathway or recreational pursuit
- Supervise students who are learning to support the AV requirements for our events, productions and musical performances.
- Specialist Audio, Visual and lighting support for school events, music and drama performances.

Ongoing Maintenance & Planning

- Provide first-line maintenance support for all audio visual, lighting and theatre equipment
- Liaise with the Facilities & Operations Manager and Director of ICT to develop, plan and undertake a routine maintenance, testing and upgrade schedule of all audio visual, lighting and theatre equipment.
- Monitor and maintain stock items, order and obtain supplies as required in agreement with the Facilities & Operations Manager.
- Liaise with the ICT team to ensure the asset register of all equipment and materials is current and up to date.
- Maintain awareness of developments in Theatre and Audio Visual technology and undertake training as deemed necessary.
- Ensure all Work Health & Safety requirements are met for daily use of the performance spaces.
- Be aware of security for equipment, buildings, staff and students and how this should be maintained.
- Always maintain a clean and tidy work space.
- Manage the Millie Phillips Theatre, Multi-Purpose Hall and Performing Arts Centre to ensure usage as community venues
- Ensure and manage processes, procedures and protocols that lead to the smooth effective and consistent operation of the venue.
- Maintain and monitor onstage and backstage areas to ensure clean, safe and effective work and performance areas, including classrooms and work spaces.

Other Duties

- Develop and manage budgets for technical production needs, including equipment upgrades, repairs, and replacements.
- Develop training materials and run professional development for staff relating to the use of AV facilities and deliver training to staff as required.

- Liaise with and support marketing regarding videography, video management and file storage
- As a member of the ICT team, you may be required to support in other areas of the school as necessary
- Any other duties reasonably requested by the Director of ICT and/or Principal.

Qualifications & Skills

The following qualification and skills are required for this position:

- Previous experience in technical production management for theatre, live music events, or similar settings with a background in audio/sound engineering.
- Experience in videography, video editing and event streaming would be advantageous.
- Excellent communication and interpersonal skills.
- Proficiency in operating and troubleshooting technical equipment, including lighting, sound, and multimedia systems.
- Experience working with students or young performers is a plus.
- Strong organizational and project management skills.
- Knowledge of safety regulations and protocols related to technical production.
- Creative problem-solving skills and a passion for delivering high-quality productions.

Emanuel Employee Qualities & Attributes

Emanuel staff are highly competent, passionate and engaging. They ensure the best possible learning environment for students and are committed to their own continued growth as professionals.

As an Emanuel employee, it is expected that you possess the following qualities and attributes:

- A passion for continually improving your practice and a commitment to ongoing professional learning.
- Capacity and desire to make a positive contribution to student wellbeing programs
- Demonstrated strong interpersonal and communication skills and the capacity to develop and sustain productive relationships within the school community
- Generosity in sharing your expertise with colleagues, and an openness to welcome observations and feedback from other staff.
- Support for the ethos of the School with a willingness to make a significant contribution to the life of the School
- A team player who is keen to work with colleagues to best meet the learning and wellbeing needs of individual students.

About Emanuel School

Emanuel School is committed to providing co-educational excellence in a Pre-school to Year 12 continuum. We value the individuality of all students and encourage the development of their special interests and talents. Our objective is to extend our students to the best of their ability, and to foster a love of learning, a strong sense of community and a pride in their Jewish heritage.

Emanuel School is small enough to provide an individual, nurturing environment and large enough to provide a wide range of subjects and opportunities for our students. Emanuel School is a dynamic learning community within an intimate learning environment delivering strong academic outcomes.

The School occupies the Stanley Street site with around 880 students from Preschool to Year 12, comprising a two-stream K-4 and three streams thereafter.

The School's commitment to excellence, quality, service and value ensures that it continually improves the delivery of all its programs for the benefit of its students. There are many opportunities for students to participate in a wide range of activities and students have a strong commitment to community service.

We strive to create an environment in which genuine acceptance and understanding can develop. These concepts are reflected in the School motto "Mind, Spirit, Being".

Values & Jewish Life

Emanuel is a Jewish Community School that nurtures a commitment to Jewish community, heritage, ethical living and the State of Israel. We do this through a commitment to egalitarianism, pluralism, coexistence, tradition, mitzvot, Torah and Hebrew. We do so as Jewish, Australian and Global citizens.

In particular we value:

- Excellence
- Perseverance
- Lifelong love of learning
- Respect
- Integrity
- Responsibility
- Compassion
- Generosity
- Justice
- Community

At Emanuel, we welcome staff and students of all backgrounds and religions. Applications are made without reference to a candidate's religion.

Emanuel seeks to be a child safe school

Emanuel School is committed to promoting the safety, welfare, and wellbeing of our students as our paramount priority. We seek to maintain a preventative, proactive and participatory approach to child safety, promoting student voice and agency.

Emanuel School has zero tolerance for child abuse and has established systems and policies to protect children, while in the School's care, from abuse and to promote physical, emotional, and cyber safety. The protection and wellbeing of students is the responsibility of all members of the Emanuel School community, and encompasses:

- a duty of care to ensure that reasonable steps are taken to prevent harm to students which could reasonably have been foreseen
- obligations under child protection legislation.

Emanuel School welcomes and celebrates diversity and remains committed to promoting the safety of every child.