



Position Description

Technical Manager – St Kilda Festival

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

POSITION TITLE:	Technical Manager – St Kilda Festival
Award Classification:	Band 7
Department:	City Growth and Culture
Division:	City Growth and Development
Date Approved:	September 2023
Approved By:	General Manager City Growth & Development

ORGANISATIONAL RELATIONSHIPS:

Reports To:	Festivals Production Manager
Supervises:	Casual Technical Staff, Contractors
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Rate payers and residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors. Festival Artists and Bands, Festival Participants and Partners.

POSITION OBJECTIVES

- Ensure all Technical aspects for the St Kilda Festival are managed effectively and appropriately to ensure a safe and highly functional Festival is produced, to schedule and within budget.
- Manage and oversee all technical matters of the St Kilda Festival, this includes but is not limited to staging, lighting, sound, power distribution, Festival communications, CCTV, technology infrastructure and networking.



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- Maintain understanding of current technological standards across the industry for the delivery and control of event production to ensure the festival is serviced with the best options budgets will allow.
- Supervise and liaise with all technical contract staff and prepare appropriate briefing requirement for all back of stage technical staff.

KEY RESPONSIBILITY AND DUTIES

- Manage all technical elements of the St Kilda Festival
- Manage and liaise with Festival suppliers and contractors including, but not limited to, staging, lighting, audio, backline, radio communications, power distribution, and other technical contractors to ensure equipment and infrastructure is ordered and delivered to specification.
- Contribute to management and advising of Festival partners and participants, including but not limited to sponsorship activations and special events, to ensure all technical and production requirements are met.
- Maintain, update and distribute key technical documentation.
- Manage all artist technical performance requirements.
- Complete other duties as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Contribute to and assist with production planning and related policy development for the St Kilda Festival.
- This role is guided by Council policies and strategies, including the Council Plan.
- Oversee key relationships with contractors and Festival stakeholders.
- Responsible for the management of casual technical staff engaged during delivery of the Festival.

JUDGMENT AND DECISION MAKING

- Judgement and ability to provide accurate and appropriate information and advice suitable to the varied needs of service users and the public in relation to the St Kilda Festival
- Application of established skills and experience for problem solving related to technical matters.
- Required to make decisions on day-to-day basis under broad direction with guidance and advice usually available.

SPECIALIST SKILLS AND KNOWLEDGE

- Demonstrated professional experience in planning, project management and communication



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- Demonstrated understanding and knowledge of technical production requirements needed to stage large scale outdoor music events.
- Ability to meet short deadlines and maintain high level of work standards.
- Understanding of the goals of the St Kilda Festivals team and knowledge of the long term goals of the wider organisation.

MANAGEMENT SKILLS

- Ability to manage own time, plan and organise own and / or others work and / or resources at an advanced level.
- Ability to prioritise and effectively manage time, particularly in times of high stress.
- Ability to communicate policies and procedures to production staff under supervision, including but not limited to, Occupational Health and Safety policies, procedures and techniques.

OCCUPATIONAL HEALTH & SAFETY

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes
- Participate as appropriate in an early and safe return to work program after a workplace injury
- Participate in the improvement of health and safety, including incident investigations and risk management processes
- Maintain knowledge of OHS issues relevant to your work

INTERPERSONAL SKILLS

- Ability to liaise with Council officers, production staff and the public at all levels, including negotiation and gaining co-operation.
- Ability to work effectively both under supervision as well as achieve results with a minimal level of supervision.
- High level written and oral communication skills.

QUALIFICATIONS AND EXPERIENCE

- **Academic:** Relevant tertiary qualifications with some relevant experience or lesser qualifications with substantial experience in events and/or festival management.



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Experience:

- Minimum five years' experience in similar roles on major events.
- Working on major events in a Government environment
- Current Certification in 'Provide First Aid' highly desirable

MANDATORY REQUIREMENTS

- Victorian Driver Licence and VicRoads Licence verification

CHILD-SAFE STANDARDS

- Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

SECURITY REQUIREMENTS AND PROFESSIONAL OBLIGATIONS

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- evidence of mandatory qualifications/registrations/licences,
- sufficient proof of their right to work in Australia, and
- sufficient proof of their identity.
- Evidence of COVID-19 Vaccination or valid medical exemption in line with City of Port Phillip Vaccination Policy
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).



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KEY SELECTION CRITERIA

- Demonstrated management experience in the delivery of major events with specialty in technical production.
- Demonstrated experience in managing contractors across a broad range of technical requirements for the staging of live music events.
- Experience in managing and liaising with high profile musical artists or their representative on the negotiation of staging and technical performance requirements particularly in a Festival environment.
- Demonstrated coordination and organisation skills in a high-pressure events environment.
- A Solid understanding of the OH&S within the arts and Festivals industry and a commitment to risk management and documentation.
- Proficiency in software commonly used in an events context, including Microsoft Office suite as well as CAD or Vectorworks