TAS is an Anglican co-educational boarding and day school with a Junior School (Transition to Year 5), and Middle School (Year 6-8) and Senior School (9-12). The School has an enrolment of around 600 students, including over 200 boarders of whom 15 are girl boarders and 185 boy boarders.

TAS values and actively pursues individual academic performance and effort, but a TAS education is a comprehensive one, presenting every student with the experiences that create character and resilience, promote creativity, initiative and leadership and prepare them for life. We are proud of our history and traditions and membership of the GPS, yet at the same time we are liberal and progressive. TAS staff are intrinsically involved in all aspects of the co-curricular program, allowing them to build greater understanding and rapport with each student.

Technical Supervisor (Hoskins Centre)

The position of Technical Supervisor (Hoskins Centre) is a permanent term time position, classified under the Independent School State Award as Clerical Officer, Level 2 Step 3. The position reports on a day-to-day basis to the Hoskins Centre Manager but ultimately to the Business Manager and Headmaster. The purpose of the position is to provide technical and administrative support for internal and external users of the Hoskins Centre. The incumbent would be willing to work some evenings and weekends, which would be negotiated as either time in lieu or paid overtime.

Opening in 2009, the Hoskins Centre is a creative arts complex incorporating a 220 seat theatre, large foyer with exhibition facilities, Drama rooms and Visual Arts classrooms. The centre produces a range of productions each year from school musicals and play productions to professional touring shows and music concerts. The centre is also used by local cultural, business and sporting groups for a variety of events. The Hoskins Centre is committed not only to providing quality artistic initiatives for the TAS community but also for the greater New England community.
General Responsibilities

- Operation of sound, lighting, vision, filming and staging equipment for both internal and external users.
- Coordination of the storage and maintenance of all equipment in the theatre, foyer, costume store, drama rooms, film production studio, green room and secure store areas.
- Coordination of bookings for all spaces in the Hoskins Centre including assistance with the creation of contracts and financial transactions with external users.
- Coordination of the technical aspects of all TAS productions which may include the sourcing of props and costumes and set construction and marketing information.
- They may also be required to contribute their skills to the broader context of the school and assist in the areas of sound, lighting and vision.
- Coordination of the bar/kiosk for events where required and the administration of the Centre’s Liquor License.
- Answering of the Hoskins Centre phone and retrieval of messages.
- Provision of support for all Hoskins Centre events, which may include the creation and distribution of posters, flyers and print advertisements.
- Coordination of Box Office for the Centre’s events where required.

Selection Criteria

It is expected that the incumbent would possess:

- Knowledge and experience in the safe operation and maintenance of sound, lighting, vision, filming and staging equipment.
- Experience in either Stage Management, Lighting Design, Set Design or Sound Design is desirable
- Familiarity with Macintosh computers and email. Graphic design software (In Design or Photoshop) and film editing software (Final Cut Pro) would be an advantage.
- Theatrical and/or Musical knowledge and experience.
- The ability in working with young people and an interest in developing their skills in technical production.
- Demonstrated initiative and the ability to work unsupervised to meet deadlines.
- A cheerful outlook and strong communication and organisational skills.

Application

In applying for this position, applicants are asked to:

- Write a 1-2 page cover letter
- Include a CV (2-4 pages is sufficient)
• Complete an Application Form (General positions) that is available on the Employment page of the TAS website.

Closing Date: Wednesday 12 February, 2016