

Arts, Culture and Tourism Production, Art Installation, AV specialists and Event Technician Contractors

1. Introduction and objectives

Lake Macquarie City Council (Council) requires event, theatre, audio visual and art installation technical production professionals to carry out tasks related to exhibition installations, invigilation, bump in, rehearsals, performances, events, bump out, maintenance activities and customer service.

This Expression of Interest is open to theatre and event preparation, set up, performance/event running and basic equipment maintenance, audio visual and art installation contractors.

Council may appoint a single contractor or multiple contractors to deliver the service according to need and size of a production/event and/or task.

Contractors in this role will be required to work across a breadth of performing arts genres, and hirers ranging from not-for-profit community groups, commercial performing arts groups, professional theatre and dance companies, plus function hirers including conferences and weddings.

2. Scope

2.1 The scope of work required by the Contractor covers the following:

Theatre or Event Bump In	<ul style="list-style-type: none"> • Liaising with hirers while assisting set up of technical production requirements • Rigging, patching and programming lighting fixtures and states (both conventional and moving heads) • Installing staging and scenery elements • Working at height, safely using platform ladders, ladders and elevated work platforms (if available) • Audio system set up to suit the production or event • AV system set up to suit the production or event • Support touring productions to set up and install equipment to supplement or replace permanent venue equipment, integrating systems where necessary • Assist Council staff as required for Council programs
Rehearsals and Production Week	<ul style="list-style-type: none"> • Providing exceptional customer service through achieving technical production outcomes to reasonably meet hirers' expectations • Monitoring health and safety of temporary installations and their use, and reporting any concerns to Council • Attending rehearsals to provide technical support as required • Adhering to powering up and powering down procedures • Ensuring care is taken with Council equipment, and that unauthorised or untrained personnel are not operating or installing Council equipment unless instructed and closely supervised • Programming lighting, sound and AV states/cues as required • Prepare cue sheets or documentation to assist with smooth and consistent performances (if a season) • Supporting touring productions with technical support, including trouble shooting or learning a show running plot if required • Assist Council staff as required for Council programs

Performances	<ul style="list-style-type: none"> • Conduct pre-show checks and cooperate with the Hirer to commence on time as scheduled • Support touring productions to run to schedule • Perform show operation or crew plots with enthusiasm and care, to provide high quality technical production for all hirers • Complete a simple show report • Assist Council staff as required for Council programs
Bump out	<ul style="list-style-type: none"> • Assist hirers to bump out safely • Restore venue to standard rig, including all patching • Stocktake all Council equipment used for performance to ensure inventories are maintained
Art Installation	<ul style="list-style-type: none"> • Provide technical support within the Exhibitions and Curatorial Team by undertaking installation and de-installation of exhibitions. • Assist in the unloading and loading of crates and heavy object moving. • Painting and minor fabrication. • Observe requirements of the OH&S Legislation, relevant to the job and adhere to Lake Macquarie City Council Policies and Procedures regarding OH&S • Observe appropriate Lake Macquarie City Council Policies and Procedures regarding day to day operations including Equal Employment Opportunity policies, and Lake Macquarie City Council 's Code of Conduct
General	<ul style="list-style-type: none"> • Work in small teams or solo • Work hours to meet the hirers' needs • General assistance in other cultural facilities if required – Museum of Art and Culture • Available to work in and on sites across Lake Macquarie City • Monitor and maintain Council technical theatre equipment, reporting faults or repairs required • Neat self presentation, including wearing black if required for show call • Be responsible for disarming and setting building alarms

2.2 Proposed term of contract

The term of the contract will be three years, with an option of a three-year extension based on availability and performance.

2.3 Locations

The work would be primarily required at:

- The Multi Arts Place in Speers Point Park (once open)
- Events and festivals (as required)
- The Museum of Art and Culture, Lake Macquarie

2.4 Hours, payment and scheduling

- Minimum shift duration is three hours
- Work availability depending on hirers needs and scheduling
- Typically, busiest periods are weekends and school holidays
- Shifts can start at 8am through until midnight, with a 1-2 hour break in total each day
- Work after midnight may be required for bump out
- Hours may cover bump in and/or out only, or from bump in through production week and performances, and bump out. If contracted for a performance season, contractors must be available for all required technical rehearsals and performances
- Hourly rate \$45 (plus GST)

2.5 Availability

Contractors must be available for at least one production period within a year to remain on the register. Hours of work will be offered as needed to meet the requirements of hirers and Council activities. Work is offered on a casual basis and a minimum number of shifts in any period cannot be guaranteed. Shifts will be available no earlier than 30 July, 2021.

2.6 Response to requests

Contractors must reply within 24 hours of being contacted on their availability for work as scheduled.

2.7 Work allocation

Work will be allocated according to the skills and expertise needed for the allocated tasks, and then availability.

2.8 Qualifications and experience

2.8.1 Essential

- A minimum 3 years experience in live theatre and/or event production, including bump in, show running and bump out in at least one of the areas of lighting, sound, AV, staging or stage management (including show calling and/or cue operation)
- Good organisational skills and the ability to prioritise work and meet deadlines
- Demonstrated practical experience in installing lighting and AV systems
- Demonstrated experience in appropriate work methods for utilising technical production equipment, including electrical safety and working at height
- Ability to adapt to a range of hirers' needs while maintaining a professional level of service in all situations

2.8.2 Desirable

- Certificate or Bachelor qualification in an arts, events, production or related discipline, or relevant working experience
- Experience mixing live music in genres including classical, opera and rock bands
- Demonstrated experience working with a range of clients, from community groups through to commercial operators
- Ability to use a variety of lighting and audio consoles or projector systems
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2.9 Standards of service

- Be able to work within designated timeframes
- Deliver professional theatre, event and commercial function standard of work
- Demonstrated ability to work with minimum supervision
- Demonstrated ability to prioritise workloads
- Knowledge of WHS and risk management practices
- Ability to provide innovative solutions and ideas in the workplace
- Demonstrated ability to work as an effective team member

2.10 Licencing and accreditation requirements

(Expressions of Interest can be submitted if these can be obtained prior to commencing work)

- Working at Heights certificate
- Manual Handling
- WorkCover NSW Approved Construction Induction Card (White Card)
- Working With Children Check

2.11 Insurance requirements

(Expressions of Interest can be submitted if these can be obtained before commencing work)

- \$20,000,000 public liability
- Personal accident

2.12 Safety requirements

Contractors will be inducted into all Council's general workplace and site-specific risk assessments, and must adhere to safe work methods at all times while on site.

Appropriate personal protective equipment must be worn at all times, including steel capped shoes/boots during bump in and bump out.

3 Other requirements

3.1 Invoicing requirements

Invoices must be provided in a PDF format and contain a Purchase Order Number to be valid.

Tax invoices must include the following pieces of information:

- The document is intended to be a Tax Invoice (the words Tax Invoice)
- The Contractor's identity (entity name and trading name is applicable)
- The Contractor's Australian Business Number (ABN)
- The date the invoice was issued
- Brief description of goods/services provided (including quantities/unit prices) if applicable
- The GST amount (if applicable). This can be shown separately or if exactly one-eleventh of the total price, as part of the invoice total
- Identify any items that are not taxable supplies and do not attract GST
- A Purchase Order Number provided by Council on the date of employment must be displayed on the invoice (to expedite payment)
- Banking details

4 Application process

Application should include:

- Contact details: Name, telephone/mobile number, email address, street address
- ABN and GST status
- Current CV addressing the qualifications and experience criteria, including a short statement on your area/s of specialisation (maximum 3 pages)
- Proof of licences and insurances (copies of certificates)
- Work referees (minimum 2): Names, positions, telephone and email contacts.

Applications will be reviewed on a rolling basis, close 4pm, Monday 30 August 2021

Any application received after the closing date may be deemed non-compliant and disqualified by Council (in its absolute discretion) from the assessment process.

For an Expression of Interest to be considered, the Applicant must comply with the following requirements:

- a) All points under the Application Process (4) are completed in full and submitted
- b) The Expression of Interest is lodged by the specified closing date - **Monday 30 August 2021**.
- c) Applications can be in either PDF or Word formats as one document.

Applications should be lodged with Council via:

Pippa Budge, Curator, MAP mima, Lake Macquarie City Council✉

pbudge@lakemac.nsw.gov.au

☎ 0437 847 146

More information about the Mutli-Arts Pavilion mima Lake Macquarie City can be found at: <https://www.lakemac.com.au/Projects/Multi-Arts-Pavilion>