

## Job Description

**Job Title/Position:** Theatre and Events Technician

**Division:** Whole School

**Direct Supervisor:** Performing Arts Director

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### Position Overview

The Theatre and Events Technician will:

- Plan, organise and carry out logistical and technical activities for the HKA Theatre and the Performing Arts Department
- Actively contribute to the efficient running and maintenance of the Theatre in a safe and professional manner
- Collaborate creatively with the Performing Arts team for production design
- Plan, organise and provide logistical support to HKA faculty and staff for grade level, Primary & Secondary School and Whole School events and theatre rentals
- Undertake varying roles to meet performance and rehearsal requirements in an educational setting
- Support and coordinate event set-up
- Assist in creating digital media for events and content to showcase learning

### Attitudes

The Theatre and Events Technician should exhibit creative, flexible, collaborative and adaptive attitudes as well as being a problem solver and self-directed

### Qualifications

The Theatre and Events Technician should:

- have a High School qualification with working experience in professional theatre operations, performing arts, or a related field
- Preferred accredited diploma or certificate in Technical Arts or recognised tertiary education

### Preferred Skills and Experience

Knowledge of:

- operating and maintaining theatre production lighting, sound, rigging and video editing equipment
- strong I.T. skills
- video editing and filmmaking
- working with students in an educational setting
- English proficiency
- strong organisational and communication (verbal and written) skills

### **Other General Responsibilities:**

He/she will be responsible for:

- Working with the technology department to operate and develop the Livestream and Broadcasting platform
- Supporting student theatre tech training in collaboration with the Performing Arts Director
- Organising and updating HKA's digital video platform and preparing digital media content in the performing arts and school events
- Technical design and setup of HKA events, e.g. lights, sound, projection, filming, staging
- Knowledge of safe working practices and legislation in the theatre environment, such as working at height, flying system operation, operation of winches and motors, use of lifting or access equipment, stage and scenery set-up, rigging of theatre equipment such as lighting, sound, projectors, scenery and drapes
- Implementing planned preventive maintenance work and managing technical storage and stock control of the theatres technical equipment
- Experience of operating and maintaining stage machinery, theatre flying systems, theatre technical equipment such as lights, sound, projector and show control equipment
- Keeping up to date with current theatre technology and industry best practices
- Liaising with theatre rental clients in preparing and running external events
- Producing technical cue sheets for productions / events in collaboration with event stakeholders
- Other duties which may be assigned as needed

### **Work Hours**

7:45am - 4:00pm from Monday to Friday with a 45-min lunch break. Due to the nature of the role, working hours may be flexible to support HKA events after school hours, evening hours and weekends as directed by your supervisor.

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

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