

THE EMPIRE

HEAD OF LIGHTING

POSITION DESCRIPTION

Position type:	Permanent full-time
Reports to:	Production Services Manager
Direct reports:	Senior Technician – Lighting
Peer Positions:	Head of Audio, Head of Staging, Production Services Coordinator

ABOUT THE EMPIRE

The Empire is the largest regional performing arts precinct in the country and a hub for creative arts development in the region. Renowned for its classic art deco architecture, the heritage-listed theatre is a premier performance venue, wholly owned by Toowoomba Regional Council.

POSITION SUMMARY

The Head of Lighting is responsible for leading the delivery of lighting and technical services across The Empire precinct. This role provides specialist technical expertise in support of the business and cultural goals of The Empire, ensuring first-class service delivery to patrons, clients, hirers, and the wider Toowoomba community.

Working closely with the Production Services Manager and peer Heads of Department, the Head of Lighting oversees the maintenance and operation of all lighting systems, provides technical leadership for productions and events, and contributes to the continuous improvement of production services across the precinct.

The role supervises the Senior Technician – Lighting and casual technical staff, and plays a key role in training delivery to staff and trainees in alignment with The Empire's commitment to developing technical capability in the region.

KEY ACCOUNTABILITIES

The role of Head of Lighting will be required to:

1. Technical & Production Operations

- Lead the delivery of lighting and technical services across all venues within The Empire precinct.
- Maintain all lighting systems, ensuring equipment is operational, properly stored, and documented in line with industry standards.
- Act as Lighting Programmer and/or Lighting Designer for large-scale musical theatre productions and major events.
- Rig, operate, and maintain all lighting facilities in line with industry standards of competence and quality.
- Coordinate the physical bump-in and bump-out of productions, ensuring efficient and safe technical operations.
- Provide technical advice and accurate estimates to clients in line with their requirements, managing pre- and post-production needs.
- Ensure technical work areas and stages are maintained in a clean, tidy, and safe condition.
- Coordinate and support Information Technology systems related to production and lighting control as directed.

2. Production Support

- Work collaboratively with visiting technicians from professional and community theatre sectors to deliver production requirements.
- Collaborate technically and artistically with internal and external arts industry professionals to realise creative visions.
- Liaise with all departments of the organisation as required to ensure seamless event delivery.
- Provide professional advice on lighting design and technical requirements to enhance community projects and productions.
- Use Computer Aided Drawing and Visualisation software (Vectorworks) to design and document technical aspects of productions.
- Contribute to the broader Production Services team and precinct operations as required.
- Other duties as directed by the Production Services Manager.

3. Asset & Infrastructure Management

- Maintain and manage all lighting equipment and infrastructure across the precinct.
- Oversee the inventory of lighting consumables and spares to ensure sufficient stock levels are maintained for uninterrupted production operations.
- Contribute to asset management planning, identifying future infrastructure upgrades and capital works requirements.
- Assist in creating clear and concise briefs for capital works and venue development projects.
- Maintain relationships with suppliers and contractors to ensure the provision of quality equipment and services.

4. Safety & Compliance

- Monitor and follow safety procedures to provide a safe and healthy work environment for staff, participants, and volunteers.
- Ensure compliance with WHS requirements, including the development and implementation of Safe Work Method Statements (SWMS) and Risk Assessments specific to lighting operations.
- Maintain electrical testing and tagging compliance for lighting equipment.
- Report and address equipment faults to ensure hazards are eliminated and repairs completed effectively.

5. Team Leadership & Development

- Lead, develop, and supervise the Senior Technician – Lighting and casual technical staff.
- Assist with staff rostering in coordination with the Production Services Manager.
- Deliver training to staff and trainees, supporting The Empire's commitment to technical skills development.
- Maintain technical procedures and resources for the effective delivery of company activities.
- Foster a culture of continuous improvement, collaboration, and professional development within the Production Services team.

QUALIFICATIONS AND EXPERIENCE

Qualifications

- Tertiary qualifications in technical production, live performance, or a related discipline, or equivalent demonstrated experience in the performing arts or entertainment industry.
- Relevant WHS certifications including Working at Heights, Electrical Safety, and Rigging (desirable).

Experience

- Minimum of five years practical experience in a live theatre or production environment.
- Demonstrated experience leading and supervising technical teams.
- Comprehensive knowledge of the technical requirements of the live theatre industry, including touring productions.
- Demonstrated experience in WHS compliance within a production environment.
- Experience delivering training and developing technical capability in others.

Technical Skills

- High-level lighting systems technical and theoretical knowledge with a practical skillset.
- Advanced lighting programming ability across contemporary lighting control systems.
- Advanced knowledge of stage lighting techniques, lighting control, and show control systems.
- Demonstrated Live Entertainment Lighting Design skillset with an understanding of delivering efficiently to time, budget, and creative requirements.
- Demonstrated ability to use Computer Aided Drawing and Visualisation software (Vectorworks) to design and deliver technical aspects of productions.
- Advanced knowledge of Audio-Visual Control Systems, Projection, and Display Systems.
- Advanced knowledge in managing theatrical lighting control networks including those used for network-based data distribution.
- Demonstrated knowledge of production rigging techniques in a live theatre environment.

Interpersonal Skills

- Excellent verbal and written communication skills to support positive interactions with diverse stakeholders.
- Ability to develop strong working relationships with stakeholders including Empire Theatre staff and volunteers, clients, business partners, sponsors, and industry practitioners.
- Ability to flourish in a high-pressure, time-sensitive environment whilst maintaining high production standards.
- Ability to work as part of a team and lead others effectively.
- Ability to negotiate, discuss, and resolve problems whilst being mindful of company policy and privacy principles.
- Calm, professional approach in fast-paced or high-pressure production environments.
- Strong commitment to safety, technical excellence, and customer service.
- Alignment with the mission, values, and purpose of The Empire.

LICENCES AND CERTIFICATIONS REQUIRED

- P1, P2 or Open Drivers Licence

THE EMPIRE

- QLD Working with Children Card
- Senior First Aid & CPR
- Cert IV Trainer & Assessor (desirable)
- Relevant rigging, electrical, or high-risk work licences (desirable)
- WHS qualifications or training (desirable)

THE EMPIRE BENEFITS

- Flexible working arrangements
- Discounted tickets to performances
- Friendly, motivating and supportive team environment
- Dedicated Employee Assistance Program
- Organisation wide commitment to vision, purpose and values
- Located in Queensland's largest inland city renowned for its beautiful scenery and peaceful atmosphere

The Empire is an Equal Opportunity Employer that provides an inclusive work environment and embraces the diverse talent of its people. We value people of all cultures, languages, capacities, sexual orientations, gender identities and/or expressions. We are committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.