

RISING :

TECHNICAL MANAGER | POSITION DESCRIPTION
NOVEMBER 2024

ROLE :	TECHNICAL MANAGER
TEAM :	DELIVERY (TECHNICAL SERVICES)
TERM :	FULL-TIME/PART-TIME, FIXED TERM, JANUARY–JUNE 2025
REPORTING TO :	HEAD OF TECHNICAL SERVICES

RISING

RISING a festival of new art, music and performance in the heart of Naarm (Melbourne, Australia). a major cultural event for the Asia Pacific Region, the festival is created by a diverse team of local, national and international artists and curators. RISING's purpose is to reflect Melbourne's identity and amplify its art and artists.

RISING will return in 2025. [View the 2024 RISING program.](#)

THE ROLE

Reporting to the Head of Technical Services, this role is crucial in delivering the technical vision of RISING's festival projects. As Technical Manager, you'll provide essential expertise to Project teams, assisting with the practical aspects of project delivery and managing technical drawing resources. A proactive problem-solver, you'll collaborate closely with venues and suppliers to address all facets of technical delivery, including lighting, sound, special effects, power, AV, backline, and occasionally rigging.

You'll create a comprehensive suite of technical drawings to support project execution, covering everything from technical installations and audience movement to compliance and permit schematics, evacuation layouts, and other essential diagrams. These documents will help ensure a smooth and compliant festival experience for both participants and audiences.

Beyond immediate project needs, you'll actively contribute to ongoing conversations around the development of technical and production resources vital for festival delivery. You'll work in sync with Project Managers, Operations Managers, and the Creative Team to align resources and support the festival's evolving requirements.

A skilled relationship manager, you'll maintain and nurture connections with a diverse network of suppliers, venues, staff, artists, and other stakeholders. Your strong communication skills, attention to detail, and ability to balance competing needs will be essential in keeping everyone aligned with RISING's technical and creative ambitions.

DAY-TO-DAY, YOU WILL :

Within the broader scope of RISING you will have responsibility for coordinating technical supply for Projects and for drafting, for which you will:

PLANNING

- Provide select technical expertise and recommend technical suppliers to Project Teams
- With Project Teams, review technical riders and seek quotes from suppliers, recommending appropriate substitutions
- Assist Project Teams with scoping and budgeting technical supply
- Assist Project Teams with scoping technical staffing for Projects, and advance music program items
- Develop full power allocation documentation for select Projects
- Liaise with venues and suppliers to ensure all Power requirements can be met
- Assist Project Teams with activity scheduling and technical suppliers on site, considering competing needs of various projects
- Liaise with RISING designers and Project Teams regarding technical supply
- Scope logistical support for technical suppliers required on site—parking, access, accreditation etc.
- Assist Operations Managers in compiling accreditation requirements for technical suppliers
- Attend site visits as required
- Ensure Production Managers are fully briefed to deliver technical supply on their sites (handovers as required)
- Draw together base CAD resources across venues and sites, unify all festival technical drawings and develop a style guide for drawings
- Design and oversee filing structure and publication of drawings and provide expertise to other CAD users
- Create and review drawings as required, and individual CAD models for select RISING assets
- Create standard templates covering audience capacities and movement, emergency evacuations, City of Melbourne permit applications, technical overlays, others as required
- Ensure compliance with the risk assessment and associated procedures across the event, and all OH&S procedures are followed
- Arrange and conduct staff briefings for install crew and suppliers as required

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DELIVERY

- At festival time you will be based on site—ostensibly at one site
- Assist Project Teams in coordination of technical suppliers on site, meeting suppliers and ensuring they are appropriately briefed
- Coordinate schedule changes with technical suppliers
- Oversee technical installs ensuring safety and compliance
- Provide support to Production Managers to ensure compliance requirements are adhered to on site
- Oversee ongoing development of site/venue drawings (managing drafts person and undertaking drawings)
- undertake limited procurement for technical services remaining within budget at all times, informing the Head of Technical Services of any potential budget overruns
- You will provide swing cover for select Project Team staff
- Seek invoices related to technical supply for Projects and ensure accuracy
- Provide debriefs as required

GENERAL

- Build and maintain solid, effective, and mutually beneficial working relationships with internal (staff, creative partners) and external stakeholders, such as festival authorities, venues, suppliers and participants
- Comply and respond to all festival procedural, administrative, and operational guidelines and instructions
- Liaise immediately with the Head of Technical Services regarding any matters of concern in regard to safety, staff and the conduct of work
- Attend and contribute to various Production Meetings, providing administrative support (minutes, agendas)
- Attend department and team meetings, including handovers and briefing sessions for staff, venues, and suppliers
- Archive all documentation post-festival and complete debrief report and meeting
- Perform other duties as required

SKILLS YOU'LL NEED :

- Technical & Industry—Extensive knowledge and experience in the presentation of events across the full spectrum of the Arts (including theatre, dance, music, outdoor and visual arts). A sound knowledge base in site Production, Technical Production, Logistics and Drafting
- Computer Literacy—Knowledge and expertise across a variety of CAD Drawing (Essential) including, AutoCAD, Sketch Up and Vectorworks. Knowledge of MS Excel and Word and Airtable
- Health & Safety—Working knowledge of Occupational Health and Safety and Risk Management.
- Process Improvement—Demonstrated experience in process improvement, providing process clarity, and process documentation.
- Relationship Management—Proven ability to develop effective collaborative working relationships at all levels.
- Time Management and Planning—Demonstrated capacity to effectively plan and meet deadlines

WORK SCHEDULE & FLEXIBLE WORK HOURS

RISING supports flexible working arrangements for staff and a hybrid office/WFH model is currently in place. The RISING office is situated at Level 2, 377 Lonsdale Street, Melbourne 3000.

As part of our flexible working arrangements, there is an expectation that staff will be available for office-based and on-site work as required by their role.

RISING's usual business hours are between 9am and 5pm from Monday to Friday. However, you may be required to work outside these hours in order to meet the demands of the annual festival operational cycle and the responsibilities of your position.

ACCESS

RISING is a festival aspiring to be a cultural leader in inclusion and accessibility. We want our organisation and program to be a true reflection of our city representing people with a variety of skillsets and life experiences, cultures and backgrounds. We encourage applications from First Nations people, those who are from culturally and linguistically diverse backgrounds, people who are LGBTQIA+, Neurodivergent people, people who have a disability and/or who are d/Deaf.

If you have access requirements that will cause difficulty applying online and you need assistance, please call 03 9662 4242, Monday to Friday, between 9AM–5PM. We are only able to respond to accessibility enquiries at this number, for all other queries

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please email jobs@rising.melbourne.