

POSITION DESCRIPTION

Position Title	Technical Supervisor
Reports To	Technical Manager
Department	Operations
Contract Period	Full time; Ongoing
Classification	MRC EA 2025 Grade 3.2 + superannuation guarantee
Date	11 December 2025

About Melbourne Recital Centre

Melbourne Recital Centre is an award-winning live music venue; where artists and audiences build a lifetime of experiences. We are Australia's preeminent destination for music in all its diversity, bringing together world-class artists and audiences to experience the raw, unifying power of performance.

With a unique focus on music, the Centre presents and hosts hundreds of concerts each year, representing the pinnacle of the art form as practiced by local and international performers traversing all genres of music. And our impactful community and creative engagement activities provide opportunities for Victorians of all ages and backgrounds to experience and engage with music and the Centre in new and exciting ways.

At Melbourne Recital Centre, music is more than an art form—it's a common language, a bond, and an invitation to belong. This is where magic happens, where music lives, and where, every day, we transform lives through shared live music experiences.

We acknowledge the Traditional Custodians of the lands on which we work, live, perform and learn. We pay our respects to the people of the Kulin nation, Elders past and present and to all Aboriginal and Torres Strait Islander Peoples.

Our Vision

A future where music and storytelling are fundamental to everyone's lives.

Our Purpose

We amplify Australia's diverse music ecology to connect people and inspire positive change.

Our Values

Ambition	We experiment, ideate, and innovate with energy and enthusiasm.
Creativity	We are creative on and off stage to unlock new possibilities.
Collaboration	We are curious and connected, finding strength in sharing and learning.
Enrichment	We work to ensure artistic, social, financial, and environmental benefit.
Inclusivity	We champion accessibility and diversity, so everyone feels welcome.
Integrity	We are honest, transparent, trustworthy, generous, and kind.

Our Ethos

Music is a universal language. It's the heart and soul of what we do and has the power to connect, transform and transcend. We're for the music-lovers, the music-makers, and the sound creators, the administrators, and the operators, who unite to make music accessible for all.

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Primary Purpose

The Technical Supervisor contributes to the delivery of concerts and events; planning, set-up and operation of technical production equipment and systems, as well as event management duties in accordance with qualifications and competencies. The role oversees the work of technicians, as required, on events, maintenance and training. The Technical Supervisor supports the Operations department with (technical) event production and maintenance, WHS, compliance, project, administrative and procurement tasks

Accountabilities

- Set-up and operate production equipment according to qualifications/competencies (including audio, lighting, audio-visual, projection, staging, furniture and instruments) for a variety of concerts and events within the Centre to the highest international standard.
- Provide on-the-day supervision of event, technical & production services, internal/external technical personnel, artist, hirers and contractors, including set-up and bump out of events as required.
- Assist with the bump-in and bump-out of furniture, event equipment and instruments.
- Prepare the backstage and Front of House areas for events.
- Support the Technical Manager with the provision of training to staff and technical pre/postproduction for events.
- Contribute to the Risk Management framework for Melbourne Recital Centre.
- Work closely with all staff and contractors to ensure consistent and high levels of service to all incoming artists, concert presenters, event organisers and visitors to the Centre in line with Melbourne Recital Centre's excellence service vision.
- Oversee and manage artist movements, stage-changes, stage moves and to cue technical and production staff when required.
- Follow procedural requirements for ensuring building integrity including opening and lockdown processes, laneway access and administration of MRC's security passes and keys, and liaison with security personnel.
- The Technical Supervisor will be required to use initiative and judgement to facilitate technical and production activities within the Centre.
- Coordinate and carry out preventative maintenance, repairs and statutory tests on MRC equipment as required.
- Complete reports and administrative tasks including rostering, attend production and operational meetings as required.
- Complete research and procurement of appropriate technical and production equipment as required, proactively contribute to the Operation Department's asset management framework.
- Carry out any other duties that may be required by the Technical Manager or Head of Operations
- Maintain and observe all current Health and Safety policies and procedures and take reasonable care for own health and safety and that of other persons that may be affected within the MRC in accordance with the MRC's Health and Safety policies and procedures.
- Actively promote and represent the Melbourne Recital Centre's principles of service excellence.
- Ensure all activities comply with Melbourne Recital Centre values, policies, professional and ethical standards.
- Foster good working relationships with all Melbourne Recital Centre staff, clients, customers, and stakeholders and promote a positive and co-operative working environment.
- In this position you will come into contact with a large amount of information, interact with a range of stakeholders, and be privy to a range of commercial-in-confidence issues that must be treated with strict confidentiality and sensitivity. The incumbent must have the ability to exercise a high level of judgement and maintain confidentiality when dealing with these issues.

Key Relationships

Internal

- Technical Manager (Daily)
- Technical Team (Daily)
- Event Management/Stage Door (Daily)
- Key Programming staff (As required)
- FoH staff (As required)
- Head of Operations/Events Producer (As required)
- Other MRC staff (Daily)

External

- Arts sector presenters and artists (As required)
- Corporate sector presenters, representatives and companies (As required)
- Event management and production personnel (As required)
- Contractors, suppliers and associated third parties (As required)

Key Selection Criteria

- Demonstrated expertise and transferrable skills in a technical production role for a performing arts venue or performing arts sector organisation (essential).
- Demonstrated experience of working in a stage management or event management role for a performing arts venue, a performing arts sector organisation or in a seasonal or touring capacity. (desirable)
- A specific expert knowledge and high level of competence in one or more technical production fields i.e. audio, lighting, projection, audio-visual, staging (essential).
- A broad general knowledge across a variety of technical production fields including audio, lighting, projection, audio-visual, rigging, staging (desirable).
- A specific knowledge of the presentation of music, including a range of classical and contemporary genres, and production requirements (essential).
- Demonstrated ability to problem solve and use initiative (essential)
- Demonstrated capacity to manage and direct people, be highly organised, determine workloads, set priorities, work independently and under pressure in a multi-task environment and complete tasks within specified timeframes (essential).
- Highly developed interpersonal and negotiation skills, as well as high standards of personal presentation and the ability to maintain good working relationships with a wide range of people both internal and external to the organisation (essential)
- Well-developed written and verbal communication skills in English. (essential).
- Knowledge and experience at using IT programs, including Microsoft Word, Excel and Outlook and contemporary technical production systems – LX, SX and/or AV (essential).
- Ability to work at heights, good colour vision/hearing and a good level of fitness (essential).

Other Relevant Information

- The position is based at 31 Sturt Street, Southbank.
- The recommended applicant is required to undertake and maintain a Nationally Coordinated Criminal History Check (NCCHC), Working with Children Check (WWCC), and hold valid working rights.
- The position will involve irregular hours including evenings and weekends and considerable flexibility will be required.
- The role will be expected to work non-standard business hours in support of staging evening events as well as wear a uniform while on event duty (to be supplied by the Centre).
- Melbourne Recital Centre is an Equal Opportunity Employer.
- Melbourne Recital Centre offers an inclusive workplace that promotes and values diversity. We welcome and encourage applications from people of all backgrounds, ages, religions, including

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Aboriginal and Torres Strait Islander Peoples, LGBTQIA+ people, those with disability, women and people with cultural or linguistically diverse background. We embrace flexibility as a key principle to allow our people to manage the changing demands of work, personal and family life.

- Melbourne Recital Centre provides a smoke free environment.

OH&S Responsibilities

In the context of Occupational Health and Safety policies, procedures, training, and instruction, as detailed in Section 25 of the Occupational Health and Safety Act 2004, employees are responsible for ensuring that they:

- Follow reasonable instruction.
- Cooperate with their employer.
- Maintain and observe all current Health and Safety policies and procedures.
- At all times, take reasonable care for own health and safety and that of other persons that may be affected within the Workforce.