



POSITION DESCRIPTION

Division: Cultural Facilities Corporation

Position Number: PN 3610

Business Unit: Canberra Theatre Centre

Classification: Head of Department (\$102,657-116,592)

Position Title: Head of Staging

Location: Canberra Civic

Last Reviewed: July 2026

AGENCY OVERVIEW

The Cultural Facilities Corporation (CFC) is an ACT Government statutory authority established under the *Cultural Facilities Corporation Act 1997*.

The CFC's role is to manage, develop, present, and promote cultural activities across the ACT through a diverse portfolio of performing arts, visual arts, social history and heritage venues. It has specific management responsibilities at:

- [The Canberra Theatre Centre](#)
- [Canberra Museum and Gallery](#) including [The Nolan Collection](#)
- [Lanyon Homestead](#)
- [Calthorpes House](#)
- [Mugga-Mugga Cottage](#)
- [Albert Hall](#)

As the ACT Government's largest cultural organisation, the CFC plays a central role in connecting communities with rich artistic and cultural experiences. Through its venues and programs, the organisation brings together artists, audiences and partners to deliver engaging performances, exhibitions and events, while preserving and interpreting significant collections and heritage places.

The CFC's mission is to create and deliver diverse and memorable experiences that enliven and elevate arts, culture and heritage in the capital. It is committed to accessibility, inclusion and community connection, ensuring its activities are relevant and welcoming to a broad and diverse audience.

This work is supported by strong corporate and operational functions—including finance, marketing, people and culture, facilities management and capital works—which enable high-quality delivery, sustainable operations and continuous improvement across the organisation.

Canberra Theatre Centre

The Canberra Theatre Centre is a division of the CFC and is the major presenter of performing arts in the region. It presents a range of programming and independent productions and also works with community and commercial hirers to deliver a broad program of theatre, dance, and music. The Canberra Theatre Centre is connected to major performing arts centres across the nation and regularly works with leading

national theatre and dance companies. The Centre is poised to embark on a major renewal project that includes new and refreshed venues in the midst of an emerging cultural district.

POSITION OVERVIEW

A Head of Department provides expert technical leadership for their department, fostering a culture of learning, personal development, and technical excellence to ensure the safe and efficient delivery of productions at the Canberra Theatre Centre.

This position is responsible for the strategic planning of their department, managing the technical theatre assets of their department, and the safe and efficient scheduling of technical department staff. A head of department provides, and assists their staff in providing, expert technical advice to production managers, producers, and other technical staff.

This position reports to the Technical Director and is full-time at 38 hours per week.

WHAT YOU WILL DO

Under the broad direction of the Technical Director:

1. Lead a team of technical staff within a complex performing arts centre focusing on your department's culture, performance, skillsets, and professionalism.
2. Manage the performance development of staff within your technical team to address your operational requirements ensuring your department has the right skills to service your clients now and in the future.
3. Ensure technical requirements of a production are delivered safely, making WHS a priority for all technical department staff.
4. Management of your department's technical assets, ensuring equipment is appropriately maintained and fit for purpose.
5. Provide feedback and support to the Technical Manager and CTC about labour requirements and advise on staffing within your technical department, participating in recruitment and selection processes as required.
6. Provide outstanding customer service to clients of the Canberra Theatre Centre, including maintaining proactive working relationships with contractors and service providers.
7. Maintain current industry standards of WHS, quality, security and performance expected of a professional Performing Arts Centre, including assessment of risk and WHS reporting
8. other duties as required.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

1. Demonstrated experience in leading a technical department within a Performing Arts Centre, Touring Production or for a Production Company.
2. Detailed knowledge and experience of developing people within a theatre technical environment or on a production, making sure your department has the skills required to meet operational demands.
3. Experience in working with creative teams to realise the artistic vision of a production and build the technical systems required to support and deliver that vision.
4. Expert knowledge and experience in the use of relevant technical equipment or systems of either, Lighting, Sound and AV or Staging within a modern professional arts centre context.
5. Experience of leading teams to deliver set goals so that production schedules are met, and targets achieved.
6. Understanding of theatre and event based WHS practises and the promotion of a positive safety culture at CTC.
7. Understanding of the principles and practices of Workplace Diversity and Equity, Workplace Relations and Occupational Health and Safety and the ability to apply them to work practices, as well as an understanding of, and commitment to the ACT Public Service Code of Conduct.

Other Requirements or Qualifications

1. Certificate IV in Live Production and Technical Services or equivalent experience (Essential)
2. Trainer and Assessor Certificate IV (Desirable)
3. Relevant industry related Certificate IV (Desirable)
4. Entertainment Industry training certificates (Desirable)

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LBGTIQ are encouraged to apply.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this role and indicates how frequently each of these requirements would be performed. Please note that Cultural Facilities Corporation is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADOs)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never

Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never