



# Position Description

## Technical Co-ordinator

### Summary

Ensure PA and other technical equipment is available as required during the festival.

### Key responsibilities

- Collect tech requirement forms from all festival performers
- Forward tech requirements to PA operators where relevant
- Match requests to available equipment and allocate as required
- Negotiate with performers where requests can't be met
- Make sure all equipment is looked after including return of any loan items and correct storage of all NFFC gear after festival
- Source equipment externally if required
- Ensure equipment is in place and set up for performances as required, and operators are assigned.

### Skills required

- Co-ordination and organisation
- Some knowledge of sound equipment
- Email and phone
- Problem-solving and negotiation

## Tasks and timeline

Date	Tasks/deadlines
May	Source a list of NFFC tech gear
Early June	Contact all performers for tech requirements and follow up to ensure they respond. Liaise with RSL PA operator on process for tech requirements
Mid June	Assign PA operators where needed
Week before festival	Collate tech requirements for Bowls Club and forward to PA operator. Forward any other tech requirements to assigned PA operators as required.
Friday of festival	Collect any items being hired/borrowed. Ensure any PA or other equipment is set up as needed (not including Bowls Club or RSL, those are done by others).
During festival	Move / deliver equipment to venues as required Collecting and safely storing equipment that is no longer needed
Monday after festival	Ensure borrowed/hired equipment is returned Ensure NFFC equipment is correctly packed and safely stored

## Estimated time commitment

Before/after festival: 12 hours

During festival: As required – usually only a couple of hours

Meetings: One Festival Committee meeting in June

## Reports to

Festival Manager

## Supervises

Nil

## Liaison with

- Volunteer co-ordinator
- Setup and packup co-ordinator

## Resources required

- Phone and email
- NFFC PA equipment

## Documentation

- Nil