

Position Description

Position Number: RL11

Theatre Technical Assistant

Current Incumbent:

Classification:	Band 3
Directorate:	Community
Department:	Riverlinks
Branch:	Technical and Operations
TRIM:	M12/55844

Position Description

Position Objectives

- Assisting with technical operations in the WestSide Performing Arts Centre and the Eastbank Centre, (collectively known as Riverlinks Venues)
- Assisting with delivery of technical services including stage operations, lighting and sound, audio visual, mechanist and wardrobe duties

Key Selection Criteria

- Demonstrate competency in theatrical technical abilities including lighting, sound, audio visual and mechanist work
- Demonstrated skills, experience and passion for providing excellent customer service to internal and external stakeholders
- The ability to work alone and unsupervised.
- The ability to multitask through managing multiple priorities and tasks
- The ability to work with teams effectively and efficiently.

Key Responsibility Areas

- Assisting with pre-rigging of venues to suit technical requirements of touring shows.
- Assisting with load-in and load-out of events scheduled in all venues.
- Operating lighting, sound, stage and audio visual equipment as may be required for rehearsal, performance and conference.
- Directing other casual staff, when appropriate, if directed by the senior or supervising technician.

Accountabilities

- Achieving agreed and specific performance objectives for the position.
- Effectively implementing his/her work programs, projects and priorities.
- Implementing all relevant Council policies, procedures and priorities.
- Adopting and implementing safe working practices and procedures.
- Adhering to all relevant provisions of applicable Acts and Regulations.
- Monitoring customer and client activity in Riverlinks Venues and informing his/her supervisor of any unsafe or inappropriate activities or use of equipment and to report any matters concerning equipment or materials that may present health or safety concerns.

Specialist Skills and Knowledge

- Knowledge of stage operations including stage management, lighting, audio and mechanist duties.
- Skills in operating lighting, sound and audio visual equipment (essential) and rigging, hanging and flying scenery and equipment (desirable.)
- Experience in audio engineering, lighting design and operation and multimedia (desirable.)
- Experience with the Microsoft Office suite.
- Electronics knowledge (desirable.)
- Theatre machinist skills.

Management Skills

- The incumbent must be able to manage his/her time and work program to deliver the required outcomes of the position.

Judgement and Decision Making

- Use of resources
- Selection of safe work practices and procedures as appropriate and relevant to the job.
- Resolving issues as they arise
- Advising management about issues which need specialist attention.

Interpersonal Skills

- Good communication skills appropriate for the position; customer service skills and experience; and problem solving skills relevant to the position.
- A willingness and ability to regularly consult and communicate with the supervisor, Manager, team members, other staff, contractors, clients, customers and visitors as required.
- Strong commitment to cooperation and communications amongst staff in a team environment.
- Have a positive and professional presentation.
- Have the ability to work effectively with a wide range of people from diverse backgrounds and groups.
- Have an ability to adapt and be flexible in different work situations.

**Respect first, always ♦ Take ownership ♦ Courageously lead ♦ Working together
♦ Continually innovate ♦ Start the celebration**

Position Description

Qualifications and Experience

- A suitable qualification and/or practical experience in relevant aspects of theatre technology and theatre operations.
- Technical and/or operational experience in stage production and presentations.
- Experience in the technical aspects of corporate events such as conferences and seminars (highly regarded.)
- A current Victorian driver's licence (desirable.)
- First Aid training (desirable.)
- Fire or emergency evacuation training (desirable.)

Special Engagement Provisions

- Hours of work will vary according to workload and scheduling in the Riverlinks Venues. A significant portion of rostered work hours may include weekends, evenings and early mornings. Special Engagement Provisions apply to this position and are defined in the Victorian Local Government (interim) Award 19.

Council Values

Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation. These values may be guiding principles of behaviour for all members in the organisation.

Our values are:

Respect first, always

We are attentive, listen to others and consider all points of view in our decision making.

Take ownership

We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.

Courageously lead

We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton community.

Working together

We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.

Continually innovate

We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.

Start the celebration

As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton community.

Occupational Health and Safety

The incumbent, in conjunction with the OH&S committee, is responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation.

- Take reasonable care for their own safety and that of others at work
- Obey all instructions from their Supervisors issued to protect their own personal health and safety and that of others
- Actively participate in OH&S, safety training and awareness programs
- Follow and encouraging work group adherence to Safe Working Procedures, instructions, guidelines and practices and recommend change if considered inadequate
- Use safety devices and PPE correctly and when required
- Report any Incidents, near misses or safety hazards to supervisors, management or HSR's
- Ensure that they do not endanger any other person through any act or omission at work
- Ensure they are not affected by the consumption of alcohol, drugs, illness or fatigue as to endanger their safety or that of others
- Actively participate in work group OH&S activities such as toolbox sessions

Customer Service

Greater Shepparton City Council recognises customer service as a whole of council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice
- Listening to and understanding our customer needs
- Developing skilled and motivated staff
- Strengthening relationships between staff and the customer
- Ongoing evaluation reporting and continuous improvement.

Who are our customers?

Our customers are persons or organisations that use or needs a service provided by Greater Shepparton City Council.

Our Definition – Customer Service:

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with council objectives and statutory obligations.

Recordkeeping Responsibilities

As an employee of the Victorian Public Service Sector, it is your responsibility to create and capture a full and accurate record of your work related decisions and activities. It is also your responsibility to ensure that all records are managed in accordance with the Greater Shepparton City Council's Records & Information Management Policy, Framework and associated procedures."

Accountability and Extent of Authority

The incumbent is subject to annual review (pursuant to Local Government Authorities Award 2001) and is accountable for:

- *The Officer is accountable to their Manager for providing accurate, effective and customer focused support to meet the needs of the Council.*
- *The position allows the Officer the authority to make decisions about the implementation of appropriate work practices to achieve the objectives and responsibilities of this position.*
- *The Officer has the authority required to carry out the duties and responsibilities of the position in accordance with established procedures, business rules and standards.*

Extent of Authority

Subject to, and within the framework of, the provisions of relevant legislation and statutory requirements, and the Council's policies and procedures, the incumbent has the authority to provide advice and assistance to management and staff in accordance with: the Council Plan; relevant human resources, industrial relations, and anti-discrimination legislation; relevant Awards and certified agreements; Council's policies and procedures; and accepted organisation standards.

Emergency Management

The Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act 2013 and it is a core function of Council business.

At times the incumbent may be asked to assist in Council's emergency management operations, within reason.

Risk Management Responsibilities

All staff members are to:

- *Understand the principles and purpose of Risk Management and the associated framework*
- *Understand all the risks associated with their activities and assist their manager / team leader in the identification and management of risks*

Organisational Relationship

Reports To: Team Leader Technical Operations

Internal Liaisons:

- Chief Executive Officer
- Executive Leadership Team
- Responsible Managers
- All Staff

External Liaisons:

- Cleaners
- Contractors
- General Public
- Suppliers

Acknowledged:

Employee:

Signature:

Date:

Counter Signed:

Employer Representative:

Signature:

Date:
