

# POSITION DESCRIPTION



<b>Title:</b>	<b>Theatre Technical Coordinator</b>
<b>Position Number:</b>	<b>RL55</b>
<b>Classification:</b>	<b>Band 5</b>
<b>Directorate:</b>	<b>Community</b>
<b>Department:</b>	<b>Riverlinks Venues</b>
<b>Award:</b>	<b>Greater Shepparton City Council Enterprise Agreement / Victorian Local Authorities Award 2001</b>
<b>Incumbent:</b>	<b>Vacant</b>

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Team Leader – Technical and Operations
<b>Direct Reports:</b>	<ul style="list-style-type: none"><li>■ Theatre Technical Officer</li><li>■ Theatre Technical Assistant</li></ul>
<b>Primary Internal Relationships:</b>	<ul style="list-style-type: none"><li>■ Chief Executive Officer</li><li>■ Executive Leadership Team</li><li>■ Responsible Managers</li><li>■ All Staff</li></ul>
<b>Primary External Relationships:</b>	<ul style="list-style-type: none"><li>■ Hirers</li><li>■ General Public</li><li>■ Contractors</li></ul>

## POSITION OBJECTIVES

- Supervise technical staff and coordinate technical services under direction of the Team Leader Technical and Operations
- Provide technical and audio visual services for performances and events held within Riverlinks venues and at external community events presented by Riverlinks.
- Provide high level customer service with the aim of delivering consistent, successful performances and events for Riverlinks Venues

## KEY SELECTION CRITERIA

- Experience in providing high level technical and operational services for performances and events.
- A relevant qualification and/or practical experience in aspects of theatre technology, theatre operations and provision of audio visual services:
- Excellent communication skills with the ability to engage with all levels of stakeholder both internal and external.

- Excellent customer service skills.
- Full understanding of Occupational Health and Safety and industry safety standards

## KEY RESPONSIBILITY AREAS

- Overseeing all aspects of technical and staging operations relating to the mounting of professional and amateur performances and productions under the direction of the Team Leader Technical and Operations
- Supervision of permanent and casual technical staff.
- Providing high level technical services and operating equipment and staging resources for performances and events.
- Providing technical direction and support for external technicians and audio visual service providers in the delivery of Riverlinks presentations and third party (hire-in) events.
- Prepare and oversee rostering of permanent and casual technical staff,
- Maintaining technical property and assets owned or managed by Riverlinks.
- Implement and enforce safe working procedures for all venue users and oversee compliance with WorkSafe, OHS and industry safety standards for all users and staff.
- Assist with training and preparation of rosters under the direction of the Team Leader Technical and Operations

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

### This position is accountable for:

- Using discretion within the branch's practices and processes to deliver high quality events and implement safety and quality measures as required.
- Exercising precise skills and utilising provided equipment for the technical requirements of performances and events.
- Providing direction, leadership and on-the-job training to supervised employees for both work programs and safe working practices.
- Achieving agreed and specific performance objectives for the position.
- Applying all relevant Council policies, procedures and priorities to all facets of the work environment.
- Monitoring customer and client activity in Riverlinks Venues, informing his/her supervisor of any unsafe or inappropriate activities, reporting equipment issues and providing regular event debrief reports.

### This position has the authority to:

Undertake the tasks and responsibilities of the role within the scope of relevant legislation, statutory requirements, assigned delegation and Council policies and procedures.

### Judgement and Decision Making

- Selecting suitable work methods and equipment appropriate to delivery of technical services.
- Quantifying and qualifying resources necessary for varied event requirements.
- Determining when guidance and counselling are required both for his/her work programs and for the programs of those under direct supervision.
- Determining best option to deliver timely and successful events for clients and customers.
- Resolution of issues within his/her control and scope of responsibility.

### Multiskilling and additional duties

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.

## SKILLS AND KNOWLEDGE

### Specialist Skills and Knowledge

- A thorough knowledge of stage operations including stage management, lighting, audio and mechanist duties.
- Skills in operating lighting, sound and audio visual equipment.
- Skills in theatre rigging, hanging and flying scenery and equipment; theatre machinist skills.
- Computer skills including specialised knowledge of computer-based audio visual programs.
- Electronics knowledge.
- Ability to identify improved methods and procedures in carrying out designated tasks.

- An understanding of the long term Riverlinks strategy and goals and their impact upon the whole organisation.
- Well developed skills and experience in preparing reports for management.

### Management Skills

- Planning, organising, prioritising and managing work programs and coordinating the work of those under his/her supervision.
- A mature attitude, a strong work ethic and an ability to work with minimal supervision.
- Well developed, multi-tasking and time management skills together with a strong ability to plan projects according to detailed and intricate time frames.
- An ability to work to deadlines while under pressure.
- Knowledge of personnel policies and practices applicable to this area of work.
- High level ability to engage and work with team members, customers, community and other staff within Council and to provide on the job leadership.
- A commitment to professional development and learning so as to achieve a combination of skills, qualifications, experience and personal attributes to effectively fulfil the requirements of the position.

### Interpersonal Skills

- The ability to work with and gain cooperation from team members,
- Customers, community and other staff within Council and to provide on the job leadership.
- Confidence in engaging and consulting with the public, community, staff and clients while providing the highest level of customer service.
- Excellent written and oral communication skills.
- Excellent personal and professional presentation and an ability to remain calm under pressure.
- The ability to problem solve situations in a professional and positive manner.

## QUALIFICATIONS AND EXPERIENCE

- A suitable qualification and/or practical experience in relevant aspects of theatre technology, theatre operations and provision of audio visual services:
- Technical and/or operational experience in stage production and performing arts presentations.
- Experience in the technical aspects of corporate events such as conferences and seminars.
- Experience in audio engineering, lighting design and operation and multimedia.
- A current Victorian driver's licence.
- First Aid training.
- Fire or emergency evacuation training.

OTHER INFORMATION

This position description is an overview of the role; reasonable adjustments to the role that do not change the overall level, scope or intent of the original position may be discussed and agreed to in consultation with the incumbent.

It is a prerequisite of this position that the incumbent holds and maintains a current:

- Victorian Driver's Licence
- First Aid
- Fire or emergency evacuation training

LEGISLATION

As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

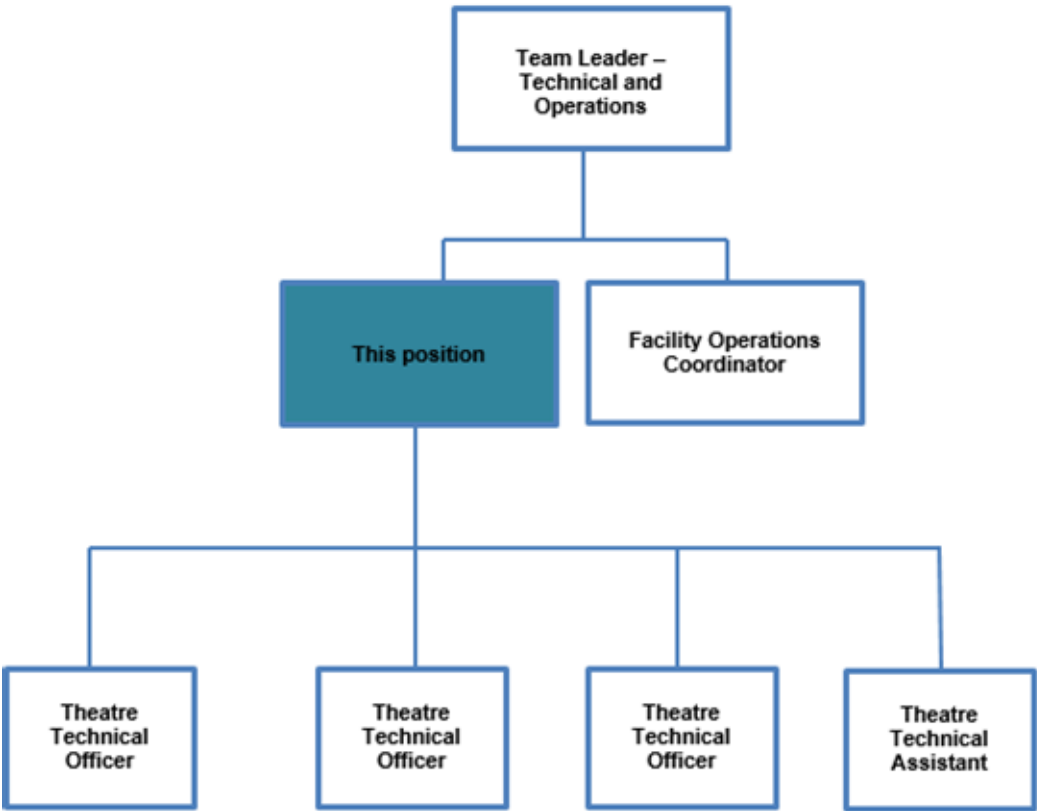
- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council Corporate Procedure – Employees Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

ORGANISATIONAL CONTEXT

Departmental Overview

Riverlinks Venues provide the business administration and development, technical and facility operations and ticketing services functions for the Eastbank and Westside facilities of Council to enable the provision of a wide range conference, function and performing arts events.



# VALUES

Our 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.

**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.



# SHARED ORGANISATIONAL RESPONSIBILITIES

## Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that of others.
- Actively participate in work group OH&S activities such as toolbox sessions.

## Customer Service

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

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.

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.

## Recordkeeping

As an employee of the Victorian Public Service Sector, it is your responsibility to ensure you are fully aware of recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirement for all staff to create and capture full and accurate records of all work related decisions and activities into relevant approved corporate systems.

## Emergency Management

Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business.

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

## Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

## Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

## Climate Emergency

Greater Shepparton City Council recognises the need to urgently address the causes of climate change to ensure our operations and the community are able to adapt to the impacts. All employees are responsible for the effective implementation of the 2030 Zero Carbon Emissions Target and demonstrate a commitment to mitigating and adapting to climate change. This includes:

- Judgement and decision making authority.
- Provision of service to the community.
- Adherence to relevant climate change policies and plans.
- Sustainable procurement – seeking and selecting the lowest carbon option and sustainable option in accordance with Procurement Guidelines.

## INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

<b>Never (N)</b>	Does not occur
<b>Rarely (R)</b>	May occur but does not occur daily or weekly. (1% - 5% of the time spent)
<b>Occasionally (O)</b>	Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)
<b>Frequently (F)</b>	Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent)
<b>Constantly (C)</b>	Primary activity for this position. (67% - 100% of the time spent)

	N	R	O	F	C
<b>Work Environment</b>					
Indoors					X
Outdoors			X		
Slippery Surfaces	X				
Uneven ground/Sloped areas		X			
Work in isolation		X			
Work in confined spaces		X			
Work at heights				X	
Work in dusty/fumes/foul smells		X			
Exposure to loud noises requiring hearing protection			X		
Exposure to personal waste	X				
<b>Body Posture</b>					
Standing				X	
Sitting				X	
Squatting/Crouching				X	
Kneeling				X	
Twisting			X		
Bending				X	
<b>Manual Handling</b>					
Reaching or working overhead (above shoulder)				X	
Reaching forward				X	
Gripping/fine motor movement			X		
Pushing/restraining				X	
Driving a vehicle			X		
Lifting floor to waist					X
Lifting waist to overhead					X
Lifting from a truck/trailer					X
Lifting 0 - <5kg					X
Lifting 5 - <10kg					X
Lifting 10 - <15kg				X	
Lifting 15kg+			X		
Carrying awkward loads			X		
Climb steps/stairs/ladder				X	
Exposure to vibration		X			
<b>Psychosocial</b>					
Give direction to others					X
Dealing with aggressive customers				X	
Dealing with upset? customers				X	
Supporting dependent persons		X			

## INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

<b>Never (N)</b>	Does not occur
<b>Rarely (R)</b>	May occur but does not occur daily or weekly. (1% - 5% of the time spent)
<b>Occasionally (O)</b>	Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)
<b>Frequently (F)</b>	Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent)
<b>Constantly (C)</b>	Primary activity for this position. (67% - 100% of the time spent)

	N	R	O	F	C
<b>Cognitive</b>					
Written communication					X
Verbal communication					X
Comply with legislation					X
Problem solve					X
Reason/make sense of things					X
Make critical decisions					X
Ensure accuracy/details					X
Remember names/details				X	
Show creativity				X	
Examine/observe others					X
Work quickly					X
Concentrate amid distractions					X

## ACCEPTANCE AND AUTHORISATION

### Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

**Authorising Officer Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_