

# POSITION DESCRIPTION



<b>Title:</b>	<b>Theatre Technical Officer</b>
<b>Position Number:</b>	<b>RL50, RL 51, RL52</b>
<b>Classification:</b>	<b>Band 4</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>	

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Theatre Technical Coordinator
<b>Direct Reports:</b>	<ul style="list-style-type: none"><li>▪ Nil</li></ul>
<b>Primary Internal Relationships:</b>	<ul style="list-style-type: none"><li>▪ Team Leader – Technical and Operations</li><li>▪ Manager – Riverlinks Venues</li><li>▪ Director – Community</li><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>▪ Members of the public</li><li>▪ Riverlinks clients</li></ul>

## POSITION OBJECTIVES

Provide technical operational services at Riverlinks Venues (Eastbank and WestSide) under supervision or in accordance with agreed plans.

Provide or assist with delivery of technical services including stage operations, lighting and sound, audio visual, mechanical and wardrobe duties.

Supervise the venue on occasions.

## KEY SELECTION CRITERIA

- Demonstrate a high level of competency in theatrical technical abilities including lighting, sound, audio visual and mechanist work.
- Demonstrate high level of skill, 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 in teams effectively and efficiently.

## KEY RESPONSIBILITY AREAS

- Ensuring all technical aspects for performances and events are delivered to a high standard in accordance with agreed plans or under supervision of senior technicians.
- Assist or deputise for the Theatre Technical Coordinator/Team Leader Technical & Operations to deliver relevant technical services to clients and theatre companies.
- Liaise with other Riverlinks staff, when required, to ensure the successful delivery of performances and events,
- Assisting with pre-rigging of venues to suit technical requirements of performances and events.
- Assisting with bump-in and bump-out of performances and events at all venues.
- Operating lighting, sound, stage and audio visual equipment as may be required for rehearsals, performances and other events.
- Directing other casual technical staff, when appropriate, under the guidance of the senior or supervising technician.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

### **This position is accountable for:**

- Achieving agreed and specific performance objectives for the position.
- Effectively implementing his/her work programs, projects and priorities.
- Adhering to 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.

### **This position has the authority to:**

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

### **Judgement and Decision Making**

- The provision of an excellent standard of customer service delivery and work programs.
- 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.
- Guidance and advice are always available within the time to make a choice.

### **Multiskilling and additional**

- 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**

- 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.
- Computer literacy.
- Electronics knowledge.
- 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.
- Highly developed organising and planning skills.
- The ability to work to deadlines and under pressure.

### Interpersonal Skills

- 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.
- A 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.

## 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.)

## 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 drivers licence
- Victorian Employee Working With Children Check

## 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):

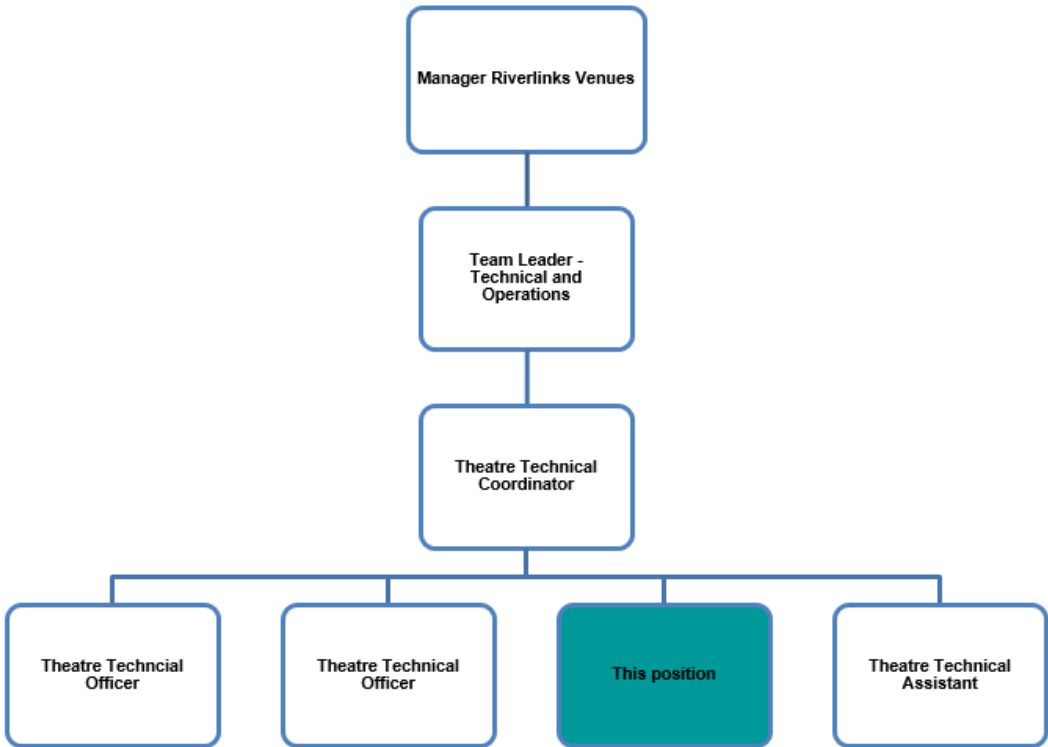
- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council Corporate Procedure – Employees Code of Conduct

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.



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.



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



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



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



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.



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



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				

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