



POSITION DESCRIPTION

Position Title	Technician Production Traineeship
Position Code	7164
Business Unit	Sustainability & Culture
Work Group	Performing Arts
Position Classification	B2 (traineeship)
Effective Date	December 2023

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 To provide assistance with technical operations in the Wangaratta Performing Arts & Convention Centre including stage operations, lighting, sound, audio visual, mechanist, room set ups, cleaning and wardrobe duties.

2. Working Relationships

Reports to	Technical Team Leader
Supervisors	N/A

Key Responsibilities

- 3.1 Successfully incorporate workplace learning and assignments to complete the Qualification: CUA30420 Certificate III in Live Production and Technical Services
- 3.2 Contribute to ensuring that the audience and presenters are provided with consistent and effective event delivery with optimum presentation of all technical elements
- 3.3 Assist with the pre-rigging of the venue to suit the technical requirements of scheduled events in accordance with customer requirements.
- 3.4 Assist with bump in and bump out of scheduled events.
- 3.5 Operate lighting, audio and audio visual equipment as required during rehearsals, conferences / events and performances.
- 3.6 Take all reasonable care in the performance of his/her duties so as to prevent injuries to him/her or others including members of the public.
- 3.7 Report all injuries, accidents, incidents near miss and/or unsafe plant, equipment, machinery or conditions in the workplace.
- 3.8 Ensure correct use and maintenance of all equipment, plant and machinery.
- 3.9 Identify and report workplace OH&S issues or relevant problems to the Technical Coordinator.

3. Core Physical Requirements

- 4.1 Capacity to be able to move heavy items around such as removable auditorium seating, tables and chairs, lighting and audio equipment.
- 4.2 Ability to assist with the loading and unloading of sets and equipment required for performances and maintenance.
- 4.3 Ability to undertake maintenance and set construction duties which may require kneeling and bending.
- 4.4 Capacity to, on occasion, lift items unspecified in weight within individual limits.

4. Accountability and Extent of Authority

5.1 This role is accountable to the Technical Team Leader for fulfilling the requirements of this position.

5.2 Accountable for providing a polite and courteous service to hirers and community members at all times.

5.3 Accountable for monitoring activities and informing senior staff of any unsafe or inappropriate equipment or actions of persons within their working area.

5. Judgement and Decision Making

6.1 Most tasks undertaken will be carried out within established procedures and practices, but may be called on to utilise some personal judgement and operate complex equipment.

6.2 Guidance and advice is always available, and the incumbent is required to seek guidance from senior staff in circumstances where they do not know the answer themselves.

6. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Some experience or knowledge of technical backstage work

7.1.2 Literacy, numeracy and self-management skills of a level sufficient to complete the qualification: CUA30420 Certificate III in Live Production and Technical Services

7.2 Management Skills

7.2.1 Ability to work with staff and hirers in a cooperative and courteous manner.

7.2.2 Ability to meet work targets within required timeframes.

7.2.3 Able to complete assigned tasks and meet team and presenter service standards

7.3 Interpersonal Skills

7.3.1 A commitment to the provision of a high-quality customer service

7.3.2 Communicate effectively and courteously with internal & external customers

7.3.2 Ability to cope with pressure situations and meet deadlines

7. Qualifications and Experience

8.1 Literacy, numeracy and self-management skills of a level sufficient to complete the qualification: CUA30420 Certificate III in Live Production and Technical Services

8.2 Some experience or knowledge of technical backstage work

8.3 A current driver's license is desirable.

8.4 A current First Aid certificate is desirable.

8.5 Current Working with Children's Check.

8. Key Selection Criteria

9.1 Enthusiasm for a technical career in the performing arts

9.2 Literacy, numeracy and self-management skills of a level sufficient to complete the qualification: CUA30420 Certificate III in Live Production and Technical Services

9.3 Enjoy working in a team environment

9.4 Able to complete assigned tasks and meet team and presenter service standards

9.5 A commitment to the provision of a high-quality customer service

9.6 Some experience or knowledge of technical backstage work

9.7 Resourceful and able to contribute to solutions

9.8 Current Working with Children's Check.

Authorised by: Director – Sustainability & Culture

Date:

Employee's Signature:

Date:

