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## CASUAL POSITION

# Division of External Engagement – Casual Audio-Visual Production roles

Position Level

Level 1-5

Faculty/Division

Division of External Engagement - Hospitality

Original document creation

18/04/2023

### Position Summary

UNSW Hospitality is seeking Casual Audio-Visual Production Staff to join the Hospitality operational support team. This role is responsible for the setup and operation of audio-visual and lighting equipment for events; as well as assisting with the coordination of event logistics and working closely with the venue management team to ensure customer needs are met. Furniture and room resets will sometimes be required.

This is a casual position. Normal hours of work will include weekends and evenings on a designated roster basis determined by event bookings. This role involves manual handling of audio-visual equipment and furniture.

### Duties and Responsibilities

Specific accountabilities for Audio-Visual Production roles (level 1- 5) may include:

- Setup and operation of Audio-Visual equipment.
- Work directly with clients to support their Audio-Visual requirements.
- Troubleshoot technical issues that may occur on events.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

## Skills and Experience

Skills and Experience for Audio-Visual Production roles (level 1- 5) may include:

- Ability to assist in the preparation, setup, operation and removal of audio-visual, lighting and other related technologies including live streaming.
- Prior experience working within the live event audio-visual industry as an audio-visual technician or theatre technician.
- Good attention to detail and ability to provide superior customer service.
- Able to work with minimal supervision in a fast-paced and demanding environment.
- Good computer skills across multiple software packages including Microsoft PowerPoint.
- Must possess or be willing to obtain a Working with Children Check (WWCC).
- Experience with Yamaha (LS9 & M7CL) digital audio consoles (Desirable but not essential).
- Experience with Hog 4 lighting console (Desirable but not essential).
- First Aid, Working at Heights and Test and Tagging Certificates (Desirable but not essential).
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

## Pre-employment checks required for the above positions

Pre-employment checks required for casual professionals **will** include:

- Right to Work Check
- Background Check

Pre-employment checks required for casual professionals **may** include:

- Reference Checks
- Working with Children's Check
- Verification of qualifications

### About this document

This Duty Statement outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This document is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.