



Position Description – Trainer, Technical Training & Development

About Arts Centre Melbourne

Situated in the heart of Melbourne's cultural precinct, Arts Centre Melbourne (ACM) presents world-class performing arts in a year round exciting program. Experience Australia's best performing arts companies and exceptional international productions, alongside celebrations of comedy, cabaret and popular music.

Our values describe behaviours we will demonstrate in our interactions with Visitors, Presenters, Government and each other: Leadership, Creativity, Inspiration, Inclusivity, Integrity.

About the Business Unit

The Production department sits within the Performing Arts pillar and comprises of a team that delivers production services for ACM across Staging, Lighting, Audio, Broadcast, Wardrobe, Stage Management, and Technical Training & Development to enable the safe and efficient delivery of events across all of our venues and spaces.

The Production Team is responsible for meeting the Trust's strategic aims to:

- 1) undertake a series of events of world significance every year
- 2) Incorporate and promote innovation and style in the development and delivery of our programs, ensuring their relevance to Melbourne, Victoria and Australia
- 3) Develop and utilise all our assets, working across our whole estate externally and internally, and linking the experience of the Arts Centre through to the Bowl
- 4) Grasp the opportunities for arts and culture within the digital sphere
- 5) Have a collaborative approach to working with our partners, seeking to promote the most the most significant achievements possible
- 6) Establish a leading reputation for excellence in theatre technical training, management and leadership

About the Position

Primary Purpose

Since 2011, Arts Centre Melbourne's 'Industry Association' RTO (Registered Training Organisation) has been at the forefront of technical training services for the live performing arts industry delivering:

- In-house production traineeship programs (Certificate III in Live Production & Services)
- Nationally Accredited Training & Assessment in qualifications Certificate III in Live Production & Services and Cert IV in Live Production & Technical Services to support Arts Centre Melbourne's production team & technicians from metro, regional & interstate venues.

This role works individually or as part of a team, providing high-quality industry relevant technical training programs in live technical production audio, vision systems, lighting, staging, wardrobe & stage & production management.

The successful applicant will be required to assist in developing & facilitating training for individual and team learning to support the professional

	development of Arts Centre Melbourne's Production team, industry affiliate members and venues locally, regionally and nationally.
Reports to	Manager, Technical Training & Development
Direct Reports	None
Key Relationships	Internal Production, Facilities, Security, IT, People & Strategy team External Presenters, Hirers, External Clients, Service Providers
Position Type	Variable Time
Salary Classification	Band 3.2.13
Financial Delegation	As per current Financial Delegation Policy
Key Criteria	
Qualifications	TAE40116: Certificate IV Training & Assessment (or higher) & general knowledge of competency based training and assessment within the Australian Qualification Framework. Possess a relevant trade qualification, Certificate IV in Live Production & Technical Services (or higher) and /or able to provide documented evidence of equivalent skills & knowledge gained whilst working within the live entertainment production industry. (Desirable, but can be provided to the right candidate if necessary)
Experience	<ul style="list-style-type: none"> • Documented history of working professionally within a live theatre, production & events environment • High level skills & knowledge in at least one (or more) technical production departments (audio / visual / lighting / staging / stage & production management) • Experience with WH&S risk management for live production & events. • Experience with technical training instruction and group facilitation. • Excellent interpersonal communication skills • Proven ability to apply effective planning & organisational skills. • Proficiency in word processing and preparation of presentations, i.e. Microsoft suite of programs.
Other (ie legal or physical)	<ul style="list-style-type: none"> • General office work with a strong emphasis on computer usage (PC/Mac) • May be required to carry light equipment, work at height, travel and facilitate training off-site & outside of normal hours on occasion

Accountabilities

- Ability to apply creative writing & research skills to design & develop learning and assessment materials for accredited technical training programs.
- Facilitation of accredited technical training programs.
- Contribute to evaluation of technical training and development needs of individuals and teams.
- Ability to develop training programs to address competency gaps of learners as required.
- Prepare facilities, equipment, learning and assessment materials for training sessions.
- Contribute to continuous improvement of training processes and materials
- Contribute to keeping of up-to-date training records in database.
- Provide reports on training outcomes as required.
- Ensuring WH&S procedures are adhered to by all training staff and learners
- Actively contribute to the success of the RTO 'sTechnical Training & Development team and the wider organisation
- Adhere to VET Quality Framework '*Standards for RTO's 2015*'
- Perform other duties and tasks as directed by the Manager, Technical Training & Development,

Decision Making

- In contributing to the development of training materials, programs and facilitation the incumbent will be required to contribute independent creative thought for effective and continuously improving training outcomes.
- Under the broad direction of the Manager, Technical Training & Development the incumbent will be required to make evaluations about suitability of training programs to meet training and development needs.
- Ability to work autonomously and make independent decisions in relation to training sessions.