

Technical Production Trainee (Broadcast & Digital)

Position Description

The Business Unit

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

Production comprises staging, lighting, sound & vision, broadcast & digital, technical training & development, production management, corporate events and wardrobe.

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 Arts Centre Melbourne through to the Bowl
- 4) Grasp the opportunities for arts and culture within the digital sphere
- 5) Have a collaborative approach to work with partners, seeking to promote the most significant achievements possible
- 6) Establish a leading reputation for excellence in management and leadership by planning, managing and delivering all the technical aspects of our arts and events program.

The Role

The primary purpose of this role is to assist in the safe and efficient presentation of productions and events within our Broadcast & Digital department in order to deliver effective technical production support services.

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| Type | Variable Time (Fixed Term - traineeship period 12 months) |
| Reports to | Head of Broadcast & Digital |
| Direct Reports | - |
| Salary/Hourly Rate | Initial 6-month probationary period – 1.1 After probationary period - 1.2 |
| Key Relationships | <i>Internal:</i> Production department teams <i>External:</i> Presenters, Artists, other venues, producers and suppliers |
| Delegation | - |
| Location | Arts Centre Melbourne premises (subject to potential relocation) |
| Other | Live Performance Employee under the ACM Enterprise Agreement 2018 |
| | Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification) |
| Last Reviewed | October 2019 |

KEY CRITERIA

Your capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.

- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity

Your qualifications and experience

Essential

To enter this qualification, individuals must provide evidence of their technical skills in either costume, lighting, scenery and props, screen and media, sound, staging or vision systems and the ability to:

- Produce a body of work demonstrating the ability to respond effectively to workplace requirements associated with at least one stream in line with current industry standards
- Apply a basic knowledge of trends and traditions in at least one area of technical production; and
- Have completed CUAWHS302 Apply work health and safety practices or can demonstrate equivalence.
- Previous skills and knowledge of course participants may have been acquired through personal or work experience, or through formal study
- Enthusiasm for a technical career in the performing arts
- Literacy, numeracy and self-management skills of a level sufficient to complete the qualification: CUA40415 Certificate IV in Live Production and Technical Services
- Enjoy working in a team environment
- Able to complete assigned tasks and meet team and presenter service standards

Desirable

- Flexibility, resourcefulness and able to contribute to solutions

Your skills and attributes

- Proven experience with and understanding of current technology, operating systems and applications; and the demonstrated ability to learn and apply new technology and systems, including upgrades and changes, within a reasonable timeframe.

Presentation of a portfolio of work

To meet with the entry requirements determined by this level of qualification candidates must be able to:

- Demonstrate technical production skills in at least one area of the following specializations, such as:
 - lighting
 - audio
 - staging
 - vision systems
 - film and television
 - broadcast
- Exhibit a capacity to collaborate
- Communicate effectively
- Respond to direction and feedback

Candidates are required to undertake an interview with an assigned Arts Centre Melbourne representative and provide supporting evidence that must include:

- Records of any formal educational qualifications attained
- Evidence of any informal studies undertaken
- References relating to work history relevant to broadcast and digital media (if applicable)
- A resume or Curriculum Vitae
- A portfolio of relevant materials that demonstrates creative aptitude, knowledge, technical skills and abilities. The portfolio of work assesses each candidate's potential and ability to express themselves clearly and distinctively and should highlight their current level of skill in a specialized technical area.

Portfolio requirements - Your portfolio could include the following;

- Documentation of script/ run sheet with cues

- Storyboard or synopsis
- Checklist for pre event set up or post event pack down
- Patching schedule/ mud maps/ floor plans
- Video footage/ saved media files that you have created or edited (Sample of your work)
- Design plans (directorial notes, practical lists, and plots)
- Rehearsal or show reports, production meeting notes

In the role you will

Accountabilities:

- Contribute to ensuring that the department, presenters and audience are provided with consistent and effective event delivery with optimum presentation of all related technical elements
- Contribute to the delivery of successful & safe events through utilising sound judgement on the safety and feasibility of equipment and processes
- Successfully incorporate workplace learning and assignments to complete the Qualification: CUA40415 Certificate IV in Live Production and Technical Services
- Actively and safely contribute to the success of Production and Arts Centre Melbourne
- Collaborate across the Production team in the provision of technical services

Decision making:

- Be under supervision of Head of Broadcast & Digital or their delegate
- Receive guidance and support from Head of Broadcast & Digital or their delegate in decision making to achieve the accountabilities

Systems:

- Use Microsoft Office 365, BRAVO (in-house recognition platform) and other applications to a suitable skill level.

Working environment/physical requirements:

- Walk distances of up to 2-3 km's per day, occasionally need to lift heavy equipment.
- Working hours will vary and depending on events, and will include weekends and evenings when required
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2018.
- Agility and ability to work at heights and in confined spaces.

You demonstrate our values

- **Leadership** – courage and conviction.
- **Creativity** – a boundless imagination.
- **Care More** – a place for everybody.
- **Community** – working together.