

SUPERVISOR, SOUND & VISION

Role Description

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 Safety/Training 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

The Role

This position provides leadership & technical expertise to lead, train and supervise the Sound & Vision team in all areas of Arts Centre Melbourne's venues and performance spaces.

They are responsible for the safe and efficient delivery and operation of sound & AV equipment for pre-production, rigging, rehearsals, performances, recording and de-rigging of events in line with the presenters' budgeted schedules.

Type	Full Time / Variable Time
Reports to	Manager, Sound & Vision
Direct Reports	n/a
Salary/Hourly Rate	ACM Enterprise Agreement 2018 Band 3.2
Key Relationships	<p>Internal <i>Production Managers, Presenter Services, Programming, IT, Facilities team</i></p> <p>External <i>Presenters, artists, technical contacts and networks, suppliers, other venues and producers</i></p>
Delegation	Financial and people delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	<p>Live Performance Employee under the ACM Enterprise Agreement 2018</p> <p>Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)</p>
Last Reviewed	January 2020

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

- Possess a relevant Diploma or higher at a recognised institution or equivalent experience working within the entertainment industry
- Basic or Intermediate Riggers licence, Fire Emergency Warden training, Test & Tag licence, Elevated Work Platform licence, Occupational Health and Safety and 'in house' equipment relevant to the position are preferred.
- **Certification or demonstrated learning in the following areas;**
 - Electro - Acoustic software programs –with extensive experience.
 - Drawing programs (Vectorworks AutoCAD or similar)
 - System alignment software Audio/vision playback systems

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.

In the role you will

Accountabilities:

- Monitoring the work of yourself and the team to ensure a safe working environment is maintained at all times, and OH&S procedures are adhered to by our team and presenters for all performances, events and activities across the ACM precinct
- Excellent interpersonal skills when dealing with the team, presenters and hirers whilst ensuring the highest level of service and presentation is maintained at all times
- Actively contribute to the success of the Sound & Vision Team and the wider organisation by seeking better ways of working by embracing innovation
- Working closely with presenters and hirers to deliver a consistent high quality of sound & AV systems and services
- Leading and managing a team of Sound & Vision Technicians and Senior Technicians in their day to day duties
- Setup and operation of sound and AV equipment and services
- Providing input and feedback on new technologies, equipment election and software upgrades
- Providing technical support to presenters in the delivery of sound & vision outcomes
- Engagement in new technologies and provide sound & AV equipment and venue maintenance
- Assisting in keeping the sound & AV infrastructure replacements are planned, designed and maintained
- Ensuring the venues equipment and materials are kept in a neat, clean and tidy condition, with all sound & AV equipment not in use being stored in a safe and appropriate manner.
- Assisting in the assessment of team learning and development
- Provide on the job training to other team members, especially in the areas of in-house sound & AV equipment, manual handling techniques and ensuring staff are aware of the day to day operational procedures used in the venues
- Resolving technical problems in all Arts Centre Melbourne and external venues as required by the Manager, Sound & Vision
- Providing input in to Safe Working Method Statements and Risk Assessments to mitigate risk around the use and operation of technical equipment and show specific processes
- Providing reports on faulty equipment to ensure hazards are eliminated, and replacement & repairs are carried out effectively
- Perform other duties and tasks as directed by the Manager, Sound & Vision

Decision making:

- Considerable autonomy is required to make decisions on day-to-day sound and AV related issues, and resolving any operational conflicts across the department.
- The position uses astute judgement in managing issues and balancing any conflicting demands of internal and external stakeholders.

Systems:

- General office work when required with an understanding of E-tivity and rostering, EBMS and information research

Working environment/physical requirements:

- A strong emphasis on manual work while maintaining safe OH&S practices is required including outdoor and remote locations when required.
- May be required to work at height regularly
- Must be able to lift and carry technical equipment.
- Ability to make quick decisions under pressure.
- Due to the nature of work within the theatre environment this can involve long hours, irregular work patterns & heavy physical work.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2018.

You demonstrate our values

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