



## Technical Production Trainee

### About Arts Centre Melbourne

Situated in the heart of Melbourne's cultural precinct, the Arts Centre Melbourne 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, and Integrity.

### About 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, Wardrobe, 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 & multimedia, 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.

### About the Position

#### Primary Purpose

The primary purpose of this role is to deliver effective technical production support services to assist in the safe and efficient presentation of productions and events.

#### Reports to

Relevant Operations Managers

#### Direct Reports

nil

<b>Key Relationships</b>	<b>Internal</b> Production department teams
	<b>External</b> Presenters, Artists, other venues, producers and suppliers
<b>Position Type</b>	Variable Time– 20 hours per week
<b>Salary Classification</b>	Initial 3 month probationary period – 1.1
	After probationary period – 1.2
<b>Financial Delegation</b>	nil

<b>Key Criteria</b>		
Qualifications	Nil	
Experience	Essential	<ul style="list-style-type: none"> <li>• Enthusiasm for a technical career in the performing arts</li> <li>• Literacy , numeracy and self-management skills of a level sufficient to complete the qualification:CUA30415 Certificate III in Live Production and Services</li> <li>• Enjoys working in a team environment</li> <li>• Able to complete assigned tasks and meet team and presenter service standards</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Some experience or knowledge of technical backstage work</li> <li>• Resourceful and able to contribute to solutions</li> </ul>
Other (ie legal or physical)	Agility and ability to work at heights and in confined spaces. 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	

<b>Accountabilities</b>
<ul style="list-style-type: none"> <li>• Contribute to ensuring that the audience and presenters are provided with consistent and effective event delivery with optimum presentation of all technical elements</li> <li>• Contribute to the delivery of safe events through utilising sound judgement on the safety and feasibility of equipment and processes</li> <li>• Successfully incorporate workplace learning and assignments to complete the Qualification: CUA30415 Certificate III in Live Production and Services</li> <li>• Actively and safely contribute to the success of Production and Arts Centre Melbourne</li> <li>• Collaborate across the Production team in the provision of technical services</li> </ul>