

Supervisor, Sound & Vision (Systems)

Position Description

Production

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

The Supervisor, Sound & Vision Systems provides leadership & technical expertise to lead, train and oversee the Sound & Vision team in all areas of Arts Centre Melbourne and external venues. They undertake the day to day management of system design, maintenance and training and Venue operation activities supervising Sound and Vision crew.

Leads, motivates and inspires a high performing Sound & Vision team to deliver on Arts Centre Melbourne's strategic goals and functional tasks.,

Type	Variable time
Reports to	Manager, Sound & Vision
Direct Reports	None
Salary/Hourly Rate	ACM Enterprise Agreement 2022 Band 3.2
Key Relationships	<i>Internal:</i> Production Managers, Presenter Services, Programming, IT, Facilities Team <i>External:</i> Presenters, hirers, artists, other venues, suppliers, external organisations, other venues
Delegation	Financial and people delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	Live Performance Employee under the ACM Enterprise Agreement 2022 Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)
Last Reviewed	January 2024

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 based on Sound and Vision within the entertainment industry
- Basic or Intermediate Riggers licence, , 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 a minimum 5 years of use.
 - Drawing programs (Vectorworks CAD or similar)
 - System alignment software
 - Audio/vision playback systems (Qlab or similar)

Your skills and attributes

- An attention to the finer details when working with system designs and other Sound and Vision processes.
- Extensive experience within a sound & AV role working in a large scale theatre or similar venue
- Extensive experience in preparing, documenting and designing sound and AV systems
- A comprehensive understanding of sound and AV equipment used in the industry including familiarity with all aspects of sound amplification, projection, recording and audio/vision reproduction, with experience in applying this knowledge for different situations and venues including outside events and broadcasts. Understanding of the theory involved in sound and vision concepts and how to create specific sound and artistic visual effects
- Understand the concepts of signal flow and their application so as to link and connect audio and AV equipment correctly.
- Operational knowledge of electronics, computer systems/networking, Radio transmission, playback systems, sound and AV equipment
- Strong knowledge of professional audio prediction software, audio recording software, alignment software and playback software
- Extensive technical knowledge in the theory of sound
- Familiar with all sound/vision equipment and its component parts for design requirements and troubleshooting
- Knowledge of sound and AV practices & understanding of the daily operations across our five main venues and other performance spaces
- Excellent interpersonal communication skills with the ability to influence other team members to affect positive outcomes

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
- Managing day to day operations of the Production Sound & Vision – Venues and training
- Actively contribute to the success of the Sound & Vision Team and the organisation as whole.
- Ensuring the ongoing maintenance of all venue's sound system file configurations
- Conducting detailed reviews of RACM documents, and providing detailed feedback and paperwork on equipment layout and labelling.
- Effective and efficient rostering and appropriate allocation of duties to staff ensuring operational procedures are followed and presenter's needs are met.

- Equipment is maintained and ready for use, and any technical issues are resolved and/or reported as per appropriate procedures
- 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 all sound and AV equipment and services
- Providing technical support and guidance 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
- Assisting in the assessment of staff learning and development
- Provide on the job training to staff, 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 into 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
- Completion of required organisational learning & development activities
- Undertaking professional development offered by Arts Centre Melbourne in keeping with own role and responsibilities
- Assisting Arts Centre Melbourne's external networks by providing technical training & support as required by the Manager, Sound & AV

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.

Working environment/physical requirements:

- Regular office and computer based work, with a strong emphasis on manual work including outdoor and remote locations when required
- May be required to work at height
- 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 2022.

You demonstrate our values

- Leadership – courage and conviction.
- Creativity – a boundless imagination.
- Care More – a place for everybody.
- Community – working together.
- Equity – fairness & justice.