Position Description
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, Integrity.

About the Business Unit	**Production**: Enables the delivery of Arts Centre Melbourne and visiting artist performing arts events where ever they may take place. 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	To deliver effective technical production support services to assist in the safe and efficient presentation of productions and events
	Reports to	Relevant Operations Managers, Production department
	Direct Reports	nil
	Position Type	Variable Time – 20 hours per week

	Salary Classification	Initial 3 month probationary period – 1.1
		After probationary period – 1.2
	Financial Delegation	Nil

Accountabilities

- Contribute to ensuring that the audience and presenters are provided with consistent and effective event delivery with optimum presentation of all technical elements
- Contribute to the delivery of 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: CUA30415 Certificate III in Live Production and Services (Staging, Lighting, Sound & Vision) or CUA40415 Certificate IV in Live Production and Technical Services (Broadcast & Digital position)
- Actively and safely contribute to the success of Production and Arts Centre Melbourne
- Collaborate across the Production team in the provision of technical services

Key Relationships

Internal	Production department teams
External	Presenters, Artists, External Trainees in other venues, producers and suppliers.

Key Criteria

	Qualifications	Nil	
	Experience	Essential	• Enthusiasm for a technical career in the performing arts • Literacy , numeracy and self-management skills of a level sufficient to complete the qualifications:CUA30415 Certificate III in Live Production and Services or CUA40415 Certificate IV in Live Production and Technical Services • Enjoys working in a team environment • Able to complete assigned tasks and meet team and presenter service standards
		Desirable	• Some experience or knowledge of technical backstage work • Resourceful and able to contribute to solutions
	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 depending on productions & events and will include weekends and evenings when required.	