

# Position Description

<b>Title:</b>	Production Officer Bunjil Place
<b>Classification:</b>	Band 4
<b>Department:</b>	Arts and Cultural Development
<b>Division:</b>	Community Life
<b>Reports To:</b>	Senior Production Officers
<b>Enquiries:</b>	Margaret Murray, Team Leader Production, Ph 9705 5200

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## 1. Position Purpose

- » Provide strong practical operational support to ensure client's event requirements are met effectively, efficiently and safely across the precinct.
- » Provide setup and operational services to events and ensure the production requirements for performances, exhibitions, events and functions at Bunjil Place and other City of Casey venues are met.

## 2. Key Responsibilities

- » Provide production and technical related services and administrative support, including assisting the Logistics team as required.
- » Contribute to day to day and ongoing asset maintenance and renewal requirements for council's arts and function spaces.
- » Contribute to day to day operations of the Stage Door
- » Plan and organise resources to deliver projects including maintenance of accurate records and, if necessary, organising meetings.
- » Draw on a range of information sources to identify new ways of operating and building continuous improvement.
- » Through leadership and example promote Casey's trademark behaviours: show respect, take responsibility, listen and respond, be positive, think things through.
- » Set up, operation, pack down and maintenance of Theatre lighting, audio, mechanical and audio visual equipment within different spaces
- » Through leadership and example promote Casey's values of Dream Big, Empower Each Other and Make our Community Proud.

- » Casey City Council has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse. It is expected that the successful incumbent of this position will adhere with the above statement whilst completing their duties.

### **3. Occupational Health & Safety Responsibilities**

- » Take reasonable care for the health and safety of yourself and others in the workplace.
- » Ensure hazards, incidents, near misses and injuries are reported immediately.
- » Support activities taken by the organisation to comply with OH&S legislation.
- » Ensure only authorised, adequately trained staff undertake assigned tasks.
- » Develop new work procedures, as required, in consultation with relevant persons.
- » Provide appropriate facilities for safe storage, handling and transport of work-related materials and equipment.
- » Actively participate in the planning and execution of Return to Work plans for employees.

### **4. Risk Management**

- » Risk Management – Employees must comply with risk management policy and procedures.

### **5. Accountability and Extent of Authority**

- » Some positions in this Band are essentially doing jobs and are often the providers of information to clients and/or information and support to more senior employees. Some positions may also supervise resources including other employees and/or regulate clients.
- » The freedom to act is limited by standards and procedures encompassed by the nature of the work assigned to the position from time to time. The work generally falls within specific guidelines, but with scope to exercise discretion in the application of established standards and procedures.
- » The employee has sufficient freedom to plan work at least a week in advance.
- » The effect of decisions and actions are usually limited to a localised work group or function, individual jobs or clients, or to internal procedures and processes.

### **6. Judgement and Decision Making**

- » The objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.
- » For Supervisors, the process often requires the quantification of the amount of resources needed to meet those objectives.
- » Guidance and advice are always available within the time available to make a choice.

### **7. Management Skills**

- » The employee must have a basic knowledge of personnel practices and be able to provide employees under their supervision with on-the-job training and guidance.
- » All positions necessitate skills in managing time and planning and organising one's own work.

## 8. Interpersonal Skills

- » The position requires the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of employees where applicable.
- » Employees in this Band require skills in written communication to enable the preparation of routine correspondence and reports if required.

## 9. Specialists Skills and Knowledge

- » Employees in this Band require an understanding of the relevant technology, procedures and processes used within their operating unit.
- » An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents and an understanding of the goals of the unit in which they work and where appropriate, an appreciation of the goals of the wider organisation.
- » Proficiency in the application of standardised procedures, practices, Acts and Regulations and an understanding of relevant precedents, previous decisions and/or proficiency in the operation of equipment or knowledge of the use of plant which require the exercise of considerable skill or adaptation.

## 10. Inherent Physical Requirements

- » Use a computer
- » Manual Handling (lifting equipment, twisting, bending, pulling and pushing, climbing steps and ladders, and pack up of equipment)
- » Potentially working in low light environments

## 11. Qualifications and Experience

- » National Criminal History Check
- » Working with Children Check
- » Functional Assessment (Physio/Medical Examination)
- » Completion of secondary education plus:
  - completion of a post-trade certificate or other post-secondary qualification below diploma or degree; or
  - knowledge and skills gained through on-the-job training commensurate with the requirements of the work.

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### Contact City of Casey

03 9705 5200

**NRS:** 133 677 (for the deaf, hearing or speech impaired)

**TIS:** 131 450 (Translating and Interpreting Service)

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### Customer Service Centres

**Narre Warren**  
Bunjil Place,  
Patrick Northeast Drive

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