

# SENIOR TECHNICAL PRODUCTION OFFICER

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| DEPARTMENT/UNIT               | Monash University Performing Arts Centres   |
| FACULTY/DIVISION              | Office of the Vice-Chancellor and President |
| CLASSIFICATION                | HEW Level 5                                 |
| DESIGNATED CAMPUS OR LOCATION | Clayton campus                              |

## ORGANISATIONAL CONTEXT

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At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Portfolio of the Vice-Chancellor and President** is responsible for: high level of coordination for, and management and advice to, the Vice-Chancellor, leadership in the management and delivery of key strategic and cross portfolio initiatives, University level governance, University-wide marketing, communications and student recruitment activities, strategic communications, external relations and coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor, leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

**Monash University Performing Arts Centres (MPAC)** is a multi-venue arts organisation within the University. The organisation manages the University's major performing arts infrastructure as an income-generating business across five venues; The Ian Potter Centre for Performing Arts, which encompasses The Alexander Theatre, the David Li Sound Gallery and The Count's, along with the Robert Blackwood Hall and the George Jenkins Theatre. All venues provide access to facilities for professional performing arts companies, Melbourne community and school groups and Monash University staff and students across the Clayton and Peninsula campuses. Monash University Performing Arts Centres programs an annual series of curated performing arts events which position Monash University as a major contributor to the cultural life of Greater Melbourne. The organisation also provides artists with creative development opportunities, and professional production support for the Faculty of Arts.

Monash University staff diversity and champions inclusive practices. We are committed to equitable decision making and apply the principles of [achievement relative to opportunity](#) in our selection processes.

## POSITION PURPOSE

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The **Senior Technical Production Officer** plays a critical role as part of the technical team at Monash University Performing Arts Centres (MPAC) providing creative and technical assistance and advice to MPAC's venues and events. The role is responsible for the provision of professional technical support before, during and after events presented in MPAC venues. The role includes leading event teams, supervision and training of MPAC technical teams and managing clients within the MPAC venues.

**Reporting Line:** The position reports to the Technical Production Coordinator working under general direction

**Supervisory Responsibilities:** This position provides day to day supervision to the casual MPAC Technical Production Team

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Provide technical production services for events in MPAC venues including stage mechanics, lighting, audio and vision, ensuring that technical needs are delivered professionally to the highest standards and in a safe and efficient manner
2. Under the Technical Production Coordinator's direction, attend production meetings and provide technical expertise in the planning stages of MPAC events
3. Supervise in-house event technical production teams and represent MPAC to its clients
4. Oversee the technical delivery for venue client's, with particular focus on quality technical execution and safe work practices
5. Ensure venue and all technical equipment in the venues are in safe working order prior to all events and provide general maintenance as required
6. Building and maintaining excellent working relationships with key stakeholders both within the University and externally, providing support, recommendations and advice to the Technical Production Coordinator
7. Restore venues to standard setup and reset and maintain equipment at conclusion of each event
8. Other duties as directed from time to time

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - An Associate Diploma in a relevant discipline with relevant work experience in audio, electronics or mechanics within a theatre environment; or
  - an equivalent combination of relevant experience and/or education/training.

### Knowledge and Skills

2. Extensive experience within a performing arts environment, providing support to a broad range of clients
3. Outstanding communication skills, including the ability to provide accurate advice at all levels, effectively communicate complex technical information in a clear, succinct manner and manage relationships with key stakeholders
4. Demonstrated knowledge of all areas of technical theatre operations (lighting, audio, vision, stage mechanics) with a high level of experience and understanding in at least one discipline
5. A demonstrated commitment to providing excellent customer service
6. Well-developed team leadership skills including the ability to lead and motivate staff, review performance and set priorities
7. Excellent production management skills with a proven record of successfully managing all aspects of productions through to completion
8. Highly developed relationship management skills, including the ability to interact, influence and negotiate with clients, industry providers and stakeholders at senior levels
9. Thorough knowledge of theatre based technical OH&S issues relevant to public venues and experience in enforcing the OH&S Act regarding safe workplace practices and public liability
10. Experience and working knowledge of venue management and rostering software platforms for managing and supporting venue technical operations

## OTHER JOB RELATED INFORMATION

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- Out of hours work (including evenings, weekends and public holidays) will be required from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

## GOVERNANCE

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.