

TECHNICAL PRODUCTION TRAINEE – CERT III

Position Description

The Pillar/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.

The Role

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.

Type	Variable Time (fixed term – 8 months)
Reports to	Operations Manager
Direct Reports	-
Salary/Hourly Rate	ACM Enterprise Agreement 2018 Band 1.1 Initial 3 month probationary period; After probationary period – 1.2
Key Relationships	<i>Internal:</i> List (e.g. Leadership Team, Finance & HR Partners, digital and technology focused roles, website and CRM governance groups). <i>External:</i> List (e.g. Customers, Venue Presenters, Precinct Organisations, Industry, Tourism, Community, Government & Media contacts).
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 2018 Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)
Last Reviewed	October 2019

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 experience, skills and attributes

Essential

- Enthusiasm for a technical career in the performing arts
- Literacy , numeracy and self-management skills of a level sufficient to complete the qualification:CUA30415 Certificate III in Live Production and Services
- Enjoys working in a team environment
- Able to complete assigned tasks and meet team and presenter service standards
- Proven experience with and understanding of current technology, operating systems and applications; and the demonstrated ability to learn and apply new technology and systems, including upgrades and changes, within a reasonable timeframe.

Desirable

- Some experience or knowledge of technical backstage work
- Resourceful and able to contribute to solutions

In the role you will

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
- Actively and safely contribute to the success of Production and Arts Centre Melbourne
- Collaborate across the Production team in the provision of technical services

Decision making:

- Be under supervision of Operations Manager, Staging or their delegate

Systems:

- Use Microsoft Office Suite proficiently

Working environment/physical requirements:

- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2018.
- 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

You demonstrate our values

- **Leadership** – courage and conviction.
- **Creativity** – a boundless imagination.
- **Care More** – a place for everybody.
- **Community** – working together.