



## Technician, Sound & Vision

### Position Description

#### The Pillar/Business Unit

The Production department sits within the Performing Arts pillar and comprises of a team that delivers production services for ACM across Staging, Lighting, Sound/Vision, 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 significant achievements possible
- 6) Establish a leading reputation for excellence in theatre technical training, management and leadership

#### The Role

To be responsible for the safe and efficient setup/operation/maintenance of sound & AV equipment for bump-in's, rehearsals, performances, Recording/Broadcast/Postproduction and bump-out's of events in line with the presenters' budgeted schedules.

Type	Full-time / Variable-time / Casual
Reports to	Manager Sound Vision
Direct Reports	None
Salary/Hourly Rate	ACM Enterprise Agreement 2022 Band 2.1
Key Relationships	<i>Internal:</i> Manager - Sound & Vision, Production Managers, Sound & Vision Team, Programming, Facilities, and the wider Arts Centre Melbourne Team. <i>External:</i> Presenters, Artists, Technical contacts and networks, Contractors, other venues and producers
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	June 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 trade qualification, Diploma or higher at a recognised institution or equivalent extensive experience working within the entertainment industry.
- Basic or Intermediate Riggers licence, Fire Emergency Warden training, Test & Tag licence, Elevated Work Platform licence, Occupational Health and Safety and 'in house' equipment relevant to the position are preferred.

## Your skills and attributes

- Experience within a sound & AV crew working in a large-scale theatre or similar venue.
- Experience in preparing, documenting, and operating 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, postproduction, and audio reproduction
- Knowledge and understanding of the theory involved in sound and vision concepts and how to achieve and create specific sound and visual artistic effects
- Experience in applying this knowledge for different situations and venues including outside events and broadcasts
- Understand the concepts of signal flow and their application to connect audio and visual equipment correctly.
- Ability to identify and recognise all standard sound and video equipment/components including connection systems and accurately assemble equipment
- Recognise and understand the purpose of all standard audio and visual equipment and be able to explain its use and services available in answer to enquiries and requests
- Operational knowledge of electronics, computer systems/networking and sound equipment. Understanding of industry wiring standards, balanced-unbalanced connections and conventions, the principles of amplification, recording/ transmission/ reproduction standards and formats, and the principles of radio transmission and aerial operation
- 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
- Ability to perform basic maintenance on audio and vision equipment.
- Ability to work autonomously and in a team environment.
- Ability to take direction from senior staff

## In the role you will

### Accountabilities:

- Ensuring OH&S procedures are adhered to and followed 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
- Actively contributing to the success of the Sound & AV team and the wider organisation
- Working closely with presenters and hirers to deliver a consistent high quality of sound & AV systems and services
- Providing technical support, guidance & advice to presenters and hirers in the delivery of the Sound & AV team's outcomes
- Setup and operation of all sound and AV equipment and services
- Providing input and feedback on new technologies, equipment election and software upgrades
- Operate sound & AV equipment, including presenter equipment in all venues
- Provide on the job training to staff, especially in the areas of in-house sound & AV equipment, manual handling techniques and ensuring the team 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 & AV
- 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 Supervisor, Sound & Vision or Manager, Sound & Vision

**Decision making:**

- Under the broad direction of the Manager, Sound & Vision and Supervisor, Sound & Vision, this role will provide input into decisions of sound and AV operations to achieve a high standard of event and performance delivery

**Systems:**

- General office work when required with an understanding of Email, E-tivity, EBMS and information research

**Working environment/physical requirements:**

- A strong emphasis on manual work while maintaining safe OH&S practices is required including outdoor and remote locations when required.
- May be required to work at height regularly
- 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.
- Must be able to work a flexible schedule in support of a 24x7x365 operation

**You demonstrate our values**

- **Leadership**
- **Creativity**
- **Accountability**
- **Equity & Inclusion**