

Position: Centre Technician, Film and Promotions Officer

Classification: Band 6 **Status (FTE):** Permanent (1.0) 38 hours per week on a rostered basis, 152 hours over a 4 week period

Department: Corporate and Community

Occupant: Vacant

Date: June 2018

1. Position Objectives

To lead the technical requirements of the Wonthaggi Union Community Arts Centre by providing:

- Professional technical supervision and support to professional and amateur users
- Film management and programming for community groups and open screenings at the Centre
- Marketing and advertising promotions for all activities at the Centre

This role will ensure the effective and efficient promotions, maintenance, management and operation of all Centre facilities and activities taking into account safety, while maintaining a high standard at all times.

2. Key responsibility areas

Technical Management – Theatre

- To manage, co-ordinate, control and conduct the set-up, preparation and operation of the facility and equipment, including but not limited to lighting, sound, and projection for all events occurring within the Centre.
- To act as the Centre's Occupational Health and Safety representative and ensure that facilities and equipment are used in accordance with relevant OH&S guidelines.
- To be available to liaise with the Centre's hirers and users, support their planning processes and provide advice and support to gain the most effective use of Centre's human, technical and material resources.

Technical Management – Film

- To liaise with community groups and commercial organisations to effectively procure, program and promote film screenings at the Centre.
- To work closely with Centre staff to ensure the efficient management of professional and volunteer rosters.
- To ensure timely reporting and invoicing procedures with film distributors.

Maintenance

- To develop, maintain and supervise a schedule of maintenance and upkeep of the Centre's facilities, spaces and equipment in accordance with service programs and manufacturer's recommended maintenance programs where appropriate.
- To organise on a scheduled basis ongoing maintenance of all technical equipment in the Centre, supervising or carrying out of such maintenance as necessary.

Marketing

- To oversee the Centre's promotional platforms including the production and maintaining of all advertising and marketing online, in-print and other.

Other

- To provide support as required to the WUCAC Arts and Culture Team Leader;
 - management of Box Office operations
 - delivery of actions from within the Arts and Culture Plan

Management and Supervision

- To effectively liaise with and support users of the theatre, their stage and technical crews and the Centre Management.
- In consultation with the WUCAC Arts and Culture Team Leader, plan for a balanced use of your own and casual technicians hours to meet the needs of the Centre's operation.
- To maintain and train a pool of casual technicians able to support the operation of the Arts Centre and its hirers and users.
- To assist the WUCAC Arts and Culture Team Leader to ensure that all technical staff have the necessary skills, knowledge and understanding to carry out their duties safely and effectively.
- To provide training and familiarisation courses in the technical operations of the Centre for casual staff and volunteers.
- Be accountable to the WUCAC Arts and Culture Team Leader for appropriate budgeting, provision and management of all film, production stores, equipment and consumables including:
 - Sourcing quotes and pricing from suppliers
 - Processing purchase orders
 - Monitoring appropriate budgets

3. Organisational relationships

Reports to: WUCAC Arts and Culture Team Leader

Supervises: Casual Theatre Technicians

4. Accountability and extent of authority

While being accountable for the quality, cost and timeliness of work carried out, there is freedom to act by set objectives or budgets. May have formal input into policy development and be required to give specialist advice with regular supervision.

- Accountable for performing all duties in accordance with all relevant goals, objectives, standards and policies related to the Community and Corporate Division.
- Knowing, understanding and improving systems both internal and external
- Ensuring you follow effective risk management practices, identify hazards in the workplace and actively contribute to a safety culture.
- Understanding and complying with organisations principles, standards, policies and procedures, including: Working Together (Equal Employment Opportunity), Code of Conduct, and the Customer Service Charter.
- Ensuring you understand your information management responsibilities and that records are created, captured and monitored in accordance with legislation, regulations and standards and Council's internal policies and procedures.
- Contribute to emergency management activities when required and directed by the General Manager.

5. Competencies

5.1 Judgement and Decision Making

Work is usually specialised and may involve problem solving skills that can be adapted to situations. Guidance and advice is usually available within time to make a decision.

- Problem solving - solve problems in a demanding operating environment and contribute to strategy and policy development for the Division and Council.
- Decision Making - make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards but may also be outside established processes.
- Data analysis - demonstrated data analysis skills.
- Political awareness - capable of determining the level of confidentiality to apply to any given issue, and awareness of the political sensitivities of Local Government.
- Self-motivation - operate effectively with and without supervision.

5.2 Specialist Skills and Knowledge

Requires an understanding of the team's and organisation's policies, regulations, precedents and long term goals. Proficient in using and explaining standard procedures, policies, guidelines and legislation.

- Extensive experience in a Technician/IT role within the events facility environment.
- An ability to work with community groups and commercial organisations.
- An understanding of the longer term goals and objectives of the Council and its values and aspirations, and the legal, socio-economic and political context.
- Knowledge of relevant legislation and the prevailing Bass Coast Enterprise Bargaining agreement.

5.3 Management skills

Managing time and employees, planning and organising own work within time available. Able to implement EEO, OH&S, HR and budgeting practices for team.

- Ability to lead, train and roster casual technicians based on programming levels.
- Ability to inspire a team to effectively and efficiently achieve organisational goals, objectives and decisions.
- Ability to manage staffing levels within expected programming needs and budget allocations.
- Ability to plan and organise own work to enable project objectives are achieved within agreed timeframes.

5.4 Interpersonal skills

Relate to others to gain their understanding, appreciation and support for the work being undertaken, including the preparation of reports correspondence and presentations.

- Strong and positive relationships with both internal and external customers, providing a high level of customer service.
- Capable of responding positively to changes in the work place.
- An ability to facilitate, support and work with community groups and organisations.
- Ability to demonstrate initiative and self-management.
- Well-developed organisational skills.

5.5 Qualifications and experience

A tertiary qualification with substantial experience needs to be drawn upon to meet key responsibilities.

- Qualifications in arts/technician/film/screen/media or demonstrated industry experience.
- Extensive experience as technical professional in a theatre or performing arts centre; or similar role.
- A demonstrable commitment to performing arts theatre, including the particular needs of non-professional theatre.
- Experience and skills in making an arts centre work for non-arts related activities such as conferences, seminars and presentations
- Experience and understanding of the operational requirements of Occupational Health and Safety Issues within a performing arts centre environment.

5.6 Primary physical requirements

The incumbent requires these physical requirements associated with the position.

- Lifting heavy objects in accordance with safety procedures.
- Climbing stairs and ladders, bending and squatting.
- Standing and walking, interacting with staff face to face, by telephone and by mobile phone.

- Using a computer keyboard.

6. Pre-employment Checks

Applicants will be required to undergo pre-employment checks including but not limited to a Police Records Check and pre-employment medical assessment.

7. Key Selection Criteria

Applicants must address the key selection criteria; provide their resume and a covering letter specifying where they found out about the position.

Selection will be based on the following **key selection criteria**; however reference will also be made to other listed skills, knowledge and attributes as required in the position description.

- Tertiary qualifications or equivalent experience in arts/technician/film/media area.
- Strong demonstrated experience in the management of a wide range of live audio performance, theatrical lighting and effects and film systems and equipment.
- Experience in the operations of a performing arts venue, including promotions and box office operations.
- Proven ability to build relationships, support and work with community groups, commercial organisations and members of the community.
- Current Victorian Driver's Licence.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.