

# POSITION DESCRIPTION

<b>POSITION TITLE &amp; NUMBER:</b>	Theatre Technician (#936)
<b>EMPLOYMENT STATUS:</b>	Casual
<b>CLASSIFICATION:</b>	Band 3
<b>HOURLY RATE:</b>	\$38.15 plus superannuation
<b>UNIT:</b>	Bendigo Venues & Events

## APPLICATION GUIDELINES

Please submit a cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume.

## THE CITY

Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future. The City works in partnership with our community to move toward this vision and deliver the Greater Bendigo Council Plan (Mir wimbul).

We are a values driven Organisation and committed to embracing diversity, flexibility and supporting employee training and development. The City provides a safe, inclusive and team orientated work place where people perform at their best. Further information is found at the [City of Greater Bendigo website](http://www.bendigo.vic.gov.au)

## THE UNIT

Bendigo Venues and Events (BV&E) is a business unit of the City of Greater Bendigo and a dynamic leader in performing arts programs and cultural activity, who inspires vibrant, creative communities. BV&E manages and programs five of Bendigo's premiere arts and events venues - Ulumbarra Theatre, The Capital, Engine Room, Dudley House and Bendigo Town Hall. The Unit also curates Djaa Djuwima gallery, supports temporary public art initiatives and delivers a range of cultural development initiatives. Further information is found at [our website](http://www.bendigo.vic.gov.au)

## POSITION OBJECTIVE

- Responsible for assisting with day to day technical operations at The Capital, Ulumbarra Theatre, The Engine Room, Dudley House, The Bendigo Town Hall and other venues as required.

## KEY RESPONSIBILITIES AND DUTIES

- Assist with staging, operation of equipment and bump in and bump out of a range of presentations and performances.
- Assist with set up and operation of furniture and equipment for a wide variety of functions and events.
- Assist with general maintenance and cleaning of technical equipment.
- Ensure that technical areas are tidy, well-presented and maintained throughout the event.
- Assist with troubleshooting technical issues and faults including hardware, software and network issues.

## SKILLS AND ATTRIBUTES

Technical/specialist skills:	Microsoft Office suite, troubleshooting, console operation, patching and focussing stage lighting fixtures, fly system operation
Personal attributes:	Communication, teamwork, time management, attention to detail

### Our Values & Behaviours



## ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader Technical Services
Supervises:	Nil
Internal Liaisons:	Staff members and other City employees
External Liaisons:	Service authorities, contractors, general public, customers and external suppliers

## ADDITIONAL INFORMATION

- A satisfactory Police Record Check and Working with Children Check and evidence of any required vaccinations are required for this position.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.
- Divers licence, tickets and licences in Elevated Work Platform, Test & Tag, White Card, Rigging, Working at Heights or other high-risk work licences are desirable.

## QUALIFICATIONS

- Qualification or knowledge and skills gained through on-the-job training in Live Production and/or Theatre Operations or similar discipline commensurate with the requirements of the position.

## KEY SELECTION CRITERIA

- Experience in the technical operation of stage productions and presentations and/or corporate events such as conferences and seminars.
- Demonstrated ability to manage building technical services inclusive of 'trouble shooting' and rectification.
- Understanding of safe manual handling procedures and broader Occupational Health and Safety and the ability to apply this knowledge to work practices.
- Demonstrated ability to work in a team and under direction, with a strong focus on customer service.
- An effective team player, along with the ability to work cooperatively and positively in a sensitive and confidential environment.

## BAND 3 CLASSIFICATION DESCRIPTORS

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### ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Provide information and support to clients and/or more senior employees as required.
- Ability to work within specific guidelines and under general supervision.
- Freedom to act is limited by standards, procedures, the content of the position description and the nature of the work assigned to the position from time to time.
- Ability to work with sufficient freedom to plan one's own work.
- Outcomes of work are readily observable.
- The effect of decisions and actions are usually limited to a localised work group or function.

### JUDGEMENT & DECISION MAKING:

- The nature of the work is clearly defined with procedures well understood and clearly documented.
- Particular tasks to be performed will involve selection from a limited range of existing techniques, systems, equipment, methods or processes in a defined range of recurring work situations.
- Guidance and advice is always available.

### SPECIALIST SKILLS & KNOWLEDGE:

- Proficiency in the application of standardised procedures, practices and/or in the operation of equipment or knowledge of the use of plant which requires the exercise of a limited degree of skill.
- An understanding of the function of the position within its organisational context, including relevant policies and procedures.
- Use of computer software including Microsoft Office suite.

### MANAGEMENT SKILLS:

- Basic skills in managing time and planning and organising one's own work so as to achieve specific and set objectives in the most efficient way within resources available and within a set timetable.
- Assist other employees by providing guidance, advice and training on routine technical, procedural or Administrative/ Professional matters.

### INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Skills in oral and written communication with clients, other employees and members of the public.
- Ability to resolve minor problems.