

## POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

### Overview

Position Title:	Theatre Technician	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream B Award
Position Number:	2995	Classification Level:	1
Employment Location:	Moncrieff Entertainment Centre	Position Status:	Casual
Department:	Community and Environment	Document Last Reviewed:	12/09/2022
Branch:	Arts, Culture, Tourism Facilities and Events	Job Dictionary:	MD-7-1141
Accountable To:	Technical Coordinator		
Aim of Position:	To ensure that the Moncrieff Entertainment Centres provide industry standard technical services to all internal and external stakeholders.		

### Council Values

Bundaberg Regional Council's culture is driven by the following values:



### Key Responsibilities

1. Assist the Technical Coordinator to implement safety, asset and equipment maintenance plans including undertaking proactive and reactive maintenance work as required.
2. Assist the Workplace Health and Safety Officer to implement relevant plans with assistance in documentation where required.
3. Support the Technical Coordinator to implement proactive and reactive maintenance plans and activities
4. Implement maintenance activities (odd jobs) around the venue in a timely and effective manner as instructed
5. Assist the Technical Coordinator to document all maintenance activities in the venue
6. Deliver outstanding technical support to clients of the venue (operation of lighting, sound, projection, rigging and mechanical equipment).
7. Work with Technical Coordinator, other technicians and clients to solve technical problems and to implement show technical plans before and during productions.
8. Assist with bumping in and bumping out live events.
9. Assist with cinema projection activities including programming, maintenance and operation where required.

10. Assist the Technical Coordinator to complete technical reports in a timely and efficient manner.
11. Provide input into preparation of procedures and work instructions.
12. Support the Technical Coordinator in collating and delivering reporting and evaluation data.
13. Undertake other reasonable duties and tasks requested by Management taking into consideration all capabilities, including additional duties as required during periods of absence of other staff.

## Position Requirements - Qualifications and Experience:

### Mandatory:

1. Demonstrated experience in technical theatre work.
2. Demonstrated experience in customer/client service.
3. Demonstrated competence in using Windows desktop software applications.
4. Ability to prioritise tasks, meet deadlines and workflows.
5. Ability to work independently or in a team in a professional and positive manner.
6. Excellent interpersonal skills and an ability to communicate effectively and present a customer focused approach to people at all levels within the public and private sectors.
7. Ability to work flexible hours appropriate for the operation of the venue.
8. Provision of a satisfactory Criminal History Check – Police Certificate (Australia wide – name only)

## Organisational Capabilities – Individual Employees (Leading Self):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Capability	Descriptors
Building Relationships (mandatory)	<b>Engage people to build positive relationships:</b> <ol style="list-style-type: none"> <li>1. Puts themselves in other people's shoes to accept and value different thinking</li> <li>2. Uses sound communication skills of active listening, paraphrasing to check for understanding, and appropriate language depending on the audience</li> <li>3. Quickly assesses the emotions of colleagues around them and then adapts words, tone and gestures accordingly</li> </ol>
Customer Focus (mandatory)	<b>Focuses on customers:</b> <ol style="list-style-type: none"> <li>1. Actively works to understand customers and stakeholders</li> <li>2. Engages customers in a friendly and appropriate manner</li> <li>3. Shows respect for customers and stakeholders</li> </ol>
Safety and Professionalism (mandatory)	<b>Models safe, professional and ethical behaviour:</b> <ol style="list-style-type: none"> <li>1. Identifies safety issues and problems, takes and monitors corrective action</li> <li>2. Is consistent in word and actions</li> <li>3. Is viewed as trustworthy, honourable and truthful, and respectful of the view of others</li> <li>4. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self</li> </ol>
Job Requirements (mandatory)	<b>Applies knowledge and skill:</b> <ol style="list-style-type: none"> <li>1. Able to demonstrate knowledge appropriate for their role</li> <li>2. Demonstrates strong skills in their functional area</li> <li>3. Committed to maintaining a high standard of practice in their role</li> </ol>
Cross-Organisational Thinking	<b>Understands how their work makes a difference to Council:</b> <ol style="list-style-type: none"> <li>1. Can describe the vision and purpose for their direct area</li> <li>2. Able to describe how their work contributes to organisational objectives</li> </ol>

	3. Considers wider organisational objectives when making decisions and performing their work
Leading People	<b>Supporting others:</b> 1. Provides considered and supportive feedback to other team members and colleagues
Developing People with a One Team Focus	<b>Supports others' capability development:</b> 1. Readily shares their knowledge and experience 2. Acts as a coach, mentor, role model and sounding board for others
Driving People's Performance	<b>Focuses on performance:</b> 1. Seeks to understand tasks, asks questions and knows what is expected of them 2. Approaches challenging work situations with positive energy 3. Sets priorities and organises self to meet work deadlines 4. Reports progress and any potential delays of issues which may impact on others
Managing Stakeholders	<b>Manages internal and external relationships:</b> 1. Written and verbal communication is clear and concise 2. Listens to others actively and attentively 3. Demonstrates a friendly and engaging interpersonal style 4. Builds networks with peers 5. Works collaboratively with others
Decision Making	<b>Makes sound decisions:</b> 1. Demonstrates ability to research, understand and analyze information relevant to work tasks 2. Shows judgement in decision making
Making Improvements	<b>Open to making improvements:</b> 1. Shows a willingness to try new ways of working 2. Generates and shares new ideas and suggestions for improvement
Progressing Change	<b>Responds flexibly to changes:</b> 1. Works to embrace and assist change 2. Helps to engage others in the change process 3. Shows resilience in times of uncertainty

## Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

Accountability	Action
<b>1. Workplace Health and Safety</b>	1. Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
<b>2. Culture</b>	1. Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. 2. Comply with Council's Code of Conduct and all Council policies and procedures at all times.

<b>3. Information Services and Technology</b>	<ol style="list-style-type: none"> <li>1. Protect and manage Council's information assets in accordance with legislative, Policy and process requirements.</li> <li>2. Use Council's technology appropriately and with respect.</li> </ol>
<b>4. Disaster Management</b>	<ol style="list-style-type: none"> <li>1. Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.</li> </ol>
<b>5. Customer Service</b>	<ol style="list-style-type: none"> <li>1. Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.</li> </ol>
<b>6. Financial Accountability and Governance</b>	<ol style="list-style-type: none"> <li>1. Models compliance with Council's procurement Policy.</li> <li>2. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.</li> <li>3. Legislative Sub-Delegations and authorisations may also be applicable.</li> </ol>
<b>7. Corporate record keeping</b>	<ol style="list-style-type: none"> <li>1. Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's recordkeeping requirements.</li> </ol>

## Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

<b>Vaccination Name</b>	<b>Requirement</b>
<b>Tetanus</b>	Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.
<b>COVID-19</b>	Staff are to be fully vaccinated and provide appropriate evidence; or provide evidence of a medical contraindication