

## POSITION DESCRIPTION

### TECHNICAL OFFICER

<b>POSITION NUMBER</b>	
<b>DIRECTORATE</b>	Community and Culture
<b>SECTION</b>	Entertainment Centre
<b>REPORTS TO</b>	Team Leader Entertainment Centre Operations
<b>DIRECT REPORTS</b>	Nil
<b>GRADE</b>	6
<b>CONDITIONS OF EMPLOYMENT</b>	Local Government (State) Award 2014
<b>DATE PREPARED</b>	8 August 2016
<b>DATE LAST UPDATED</b>	June 2017

### 1. PURPOSE OF THE POSITION

To ensure that customers of the Entertainment Centre and related facilities obtain the best value from the venue, facilities and services by delivering the technical and operational requirements of events.

### 2. KEY ACCOUNTABILITIES

- 2.1 Deliver all production requirements for events at Entertainment Centre venues as per event orders, including set ups/bump ins, operation, bump out and reset.
- 2.2 Operate the production facilities within the venues.
- 2.3 Conduct maintenance of facilities and equipment under direction of the Technical Officers and Operations Officer.
- 2.4 Liaise with relevant staff and contractors for production and maintenance requirements of the venues and equipment.
- 2.5 Meet clients' requirements for venue layouts, presentation and production services.
- 2.6 On spot cleaning and minor maintenance tasks as required.
- 2.7 Other duties as Technical Officers / Operations Officer / Entertainment Centre Coordinator may determine.
- 2.8 Co-operate and work as a member of a team, promoting good communication between staff members and Entertainment Centre clients.
- 2.9 Understand and use safe manual handling practices.
- 2.10 Be considerate in the utilisation of non-replaceable resources.

### 3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

#### 4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

#### 5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

#### 6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

#### 7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

#### 8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

#### 9. SELECTION CRITERIA

##### **Qualifications, Certificates & Licences**

- 9.1 Current NSW Drivers Licence
- 9.2 Certificate IV or Diploma in Live Production, Theatre and Events (Technical Operations) or equivalent experience working within a live theatre environment (minimum 3 years' experience)

##### **Essential**

- 9.3 Demonstrated experience in the operation of theatre sound, lighting and stage equipment
- 9.4 Good knowledge of and commitment to safe working practices for events and equipment use and maintenance
- 9.5 Ability to work flexible hours over a 7 day availability (Monday – Sunday)
- 9.6 Good communication and interpersonal skills
- 9.7 Valid Working With Children Check clearance

##### **Desirable**

- 9.8 Manual Handling Training
- 9.9 Rigging ticket/certificate
- 9.10 Senior First Aid certificate



## EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Staff Use Only

Medical Questionnaire

