

POSITION DESCRIPTION

TECHNICAL OFFICER

POSITION NUMBER	CCD026; CCD028
DIRECTORATE	Community and Culture
SECTION	Programming & Operations
REPORTS TO	Team Leader Entertainment Centre Operations
DIRECT REPORTS	None
GRADE	6
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2020
DATE PREPARED	August 2015
DATE LAST UPDATED	July 2020

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 the Hurstville Entertainment Centre and Georges River Council Community Centres per event orders, including set ups/bump ins, operation, bump out and reset
- 2.2 Operate the production facilities within the venues
- 2.3 Supervising, training, rostering & mentoring casual and contract technical staff
- 2.4 Conduct routine maintenance of facilities and equipment
- 2.5 Liaise with relevant staff and contractors for production and maintenance requirements of the venues and equipment
- 2.6 Meet clients requirements for venue layouts, presentation and production services
- 2.7 Maintain and manage communications with HEC customers to ensure all needs are met
- 2.8 Data entry for the EventPro booking system
- 2.9 Other duties as Team Leader Entertainment Centre Operations / Coordinator Entertainment Centre may determine

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

Essential

- 9.1 Extensive knowledge and experience in the planning, implementation and operation of live staging
- 9.2 Broad knowledge and experience of other stage craft including sound, lighting and audio visual
- 9.3 A strong understanding of the needs and requirements of a range of stage presentations and events
- 9.4 Ability to work flexible hours over a 7 day availability (Monday – Sunday)
- 9.5 Demonstrated experience in supervising, training, rostering and mentoring casual and contract technical staff
- 9.6 Ability to work effectively and efficiently unsupervised
- 9.7 Good communication and interpersonal skills
- 9.8 Good knowledge of and commitment to safe working practices for events and equipment use and



maintenance

- 9.9 Experience in maintaining theatrical equipment
- 9.10 Ability to work to and meet important and multiple deadlines
- 9.11 Demonstrated experience in delivering superior customer service
- 9.12 Rigging ticket/certificate
- 9.13 Computer literacy
- 9.14 Drivers Licence

Desirable

- 9.15 Manual Handling Training
- 9.16 Rigging ticket/certificate
- 9.17 Responsible service of alcohol (RSA)
- 9.18 Senior First Aid certificate
- 9.19 Basic understanding of Eventpro and Trim
- 9.20 Special Conditions
- 9.21 Available to work evenings, weekends and flexible shifts on a regular basis
- 9.22 Ability to work at heights, in low light conditions, requiring good level of fitness

10. PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to maintain a prolonged standing / walking posture throughout the day. Sufficient personal mobility is required to enable the employee to negotiate stairs & ramps and move over surfaces that can be slippery and uneven.

He or she is frequently required to stoop, bend, kneel or crouch to perform lifting, transporting, cleaning and general maintenance duties.

The employee must regularly use, lift and move cleaning equipment, detergents and disinfectants up to 25 kilograms in weight, using safe lifting techniques. The employee must regularly (and sometimes over a sustained period of time) lift and move furniture and equipment up to 80 kilograms in weight using team / safe lifting techniques and manual handling aids.

He or she must be capable of performing heavy manual work on a regular basis, including the use of furniture trolleys, vacuum cleaners, floor polishers, brooms, mops and light hand & power tools.

An ability to work at heights when using ladders is an inherent requirement of this role.

Specific vision requirements for this job include close vision for reading and writing, plus distance vision, peripheral vision and depth perception adequate for the safe operation of tools and equipment.

