



# Position Description

## Casual Venue Technician

## About Council

Georges River Council is a leading, people-focused organisation with approximately 600 staff members. Our people are working to make the Georges River area an accessible, green, diverse and innovative community and economy. We are dedicated to providing vibrant public places, sustaining and developing a thriving creative culture, helping protect our natural environment, and making our suburbs more liveable.

Our organisation is made up of a committed, talented, and diverse workforce. Our vision, mission and values underpin all that we do to successfully achieve our Community Strategic Plan (CSP) and implement our Delivery and Operational Plans.

## Mission, Vision and Values

**Mission:** A leading people-focused organisation delivering outstanding results for our community and city.

**Vision:** Naturally connected to place, community and Country.

**Values:**



### United

We will work collaboratively as one team with common purpose and respect.



### Professional

We will act with integrity and seek opportunities to learn and grow.



### Honest

We will be open and truthful with each other and our community.



### Accountable

We will own our decisions and actions as we strive for excellence.

To find out more please visit [georgesriver.nsw.gov.au/Council/Careers](https://georgesriver.nsw.gov.au/Council/Careers)

## Child Protection

At Georges River Council we are committed to putting children first and championing child safety within our community. We actively advocate for the rights of children and young people and will uphold our commitment as a child safe organisation.

## EEO

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.

## 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.

## Conditions of employment

Conditions of employment are in accordance with Council's Code of Conduct, as specified in the employment contract.

Otherwise, employment at Georges River Council is governed by Council policies, procedures and the Local Government (State) Award 2023.



## About the directorate

### Community and Culture

The Community and Culture directorate works in partnership with the community to ensure it is social and culturally connected. Our teams provide diverse and vibrant programs, service and facilities that bring together communities, deliver cultural and creative engagement opportunities and support the informational needs of our community.

- Community and Early Learning Services
- Cultural Engagement and Library Services
- City Life

## About the position

### Title

Casual Venue Technician

### Position number

900008 (Casual)

### Directorate

Community & Culture

### Business unit

City Life

### Reports to

Team Leader Entertainment Centre Operations

### Direct reports

Nil

### Classification/grade

6

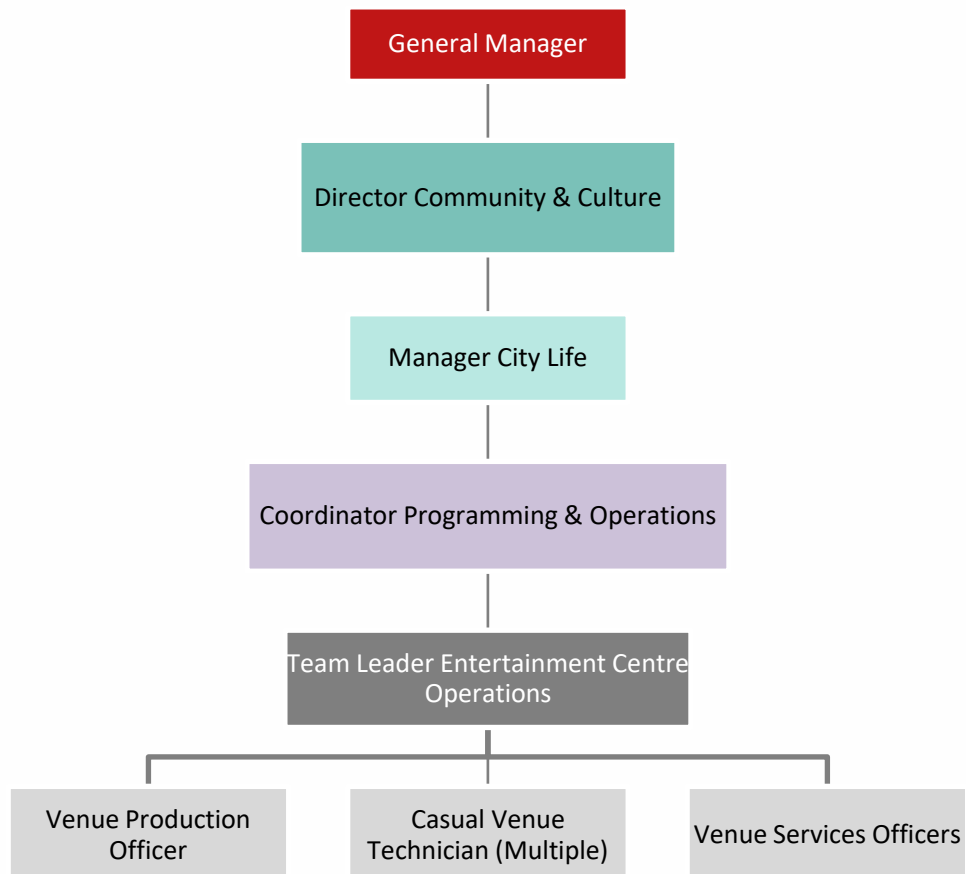
### Child protection tier

Tier 3 - "incidental/circumstantial interactions"

## Position purpose

The Technical Officer ensures 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.

## Direct reports/Organisational structure



## Key accountabilities

- 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
- Operate the production facilities within the venues
- Conduct routine maintenance of facilities and equipment
- Liaise with relevant staff and contractors for production and maintenance requirements of the venues and equipment
- Meet clients' requirements for venue layouts, presentation, production and operation services
- Maintain and manage communications with HEC customers to ensure all needs are met
- Enter and review event, production and technical data in the relevant booking system
- Other duties as Team Leader Entertainment Centre Operations / Venue Production Officer / Coordinator Programming and Operations may determine

## Performance criteria/expectations/measurements

Performance expectations for this position are as agreed and outlined in the position description and in Council's Performance Excellence Program.

## What we're looking for

### Knowledge, Skills and Qualifications

- Drivers Licence
- Extensive knowledge and experience in the planning, implementation and operation of live staging
- Broad knowledge and experience of other stage craft including sound, lighting and audio visual and operation of digital desks. A strong understanding of the needs and requirements of a range of stage presentations and events
- Ability to work flexible hours over a 7-day availability (Monday – Sunday)
- Ability to work effectively and efficiently unsupervised
- Good communication and interpersonal skills
- Good knowledge of and commitment to safe working practices for events and equipment use and Maintenance
- Experience in maintaining theatrical equipment
- Ability to read and execute detailed stage and lighting plans
- Ability to work to and meet important and multiple deadlines
- Demonstrated experience in delivering superior customer service
- Computer literacy

### Physical Requirements / Special Conditions

- While performing the duties of the job, the employee is regularly required to maintain a prolonged standing / walking posture throughout the day. Sufficient mobility is required to enable the employee to negotiate stairs and ramps and move over surfaces that can be slippery and uneven. The employee must be able to lift and move furniture (e.g. chairs, tables, AV equipment, projector screens)
- Ability to work at heights, in low light conditions, requiring good level of fitness
- Available to work evenings, weekends and flexible shifts on a regular basis

### Other Desirable Attributes

- Manual Handling Training
- Rigging ticket/certificate

- First Aid certificate
- Basic understanding of Council booking systems and records management software