

# Position Description

## CORPORATE INFORMATION

<b>Position title</b>	Coordinator – Technical and Production Services		
<b>Directorate</b>	Corporate and Community Services	<b>Branch/Section/Unit</b>	Gympie Venues and Events (GVE)
<b>Position number</b>	1472	<b>Level</b>	6
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
<b>Line Manager</b>	Manager - Gympie Venues and Events		
<b>Direct reports</b>	Technical Services Officers (Casuals)		
<b>Indirect Reports</b>	Nil		

## SCOPE OF POSITION

### Position Summary

- Responsible for the technical operations and services at all venues and events managed by GVE including staging, lighting, audio, audio-visual, and building and equipment maintenance
- Responsible for the planning and production management of events delivered by the GVE team
- Oversee the maintenance and safe operation of technical facilities and equipment at all venues managed by GVE
- Work closely with Coordinator – Venue Services to develop a range of services which enhance audience experiences and attract, retain and support a variety of events, functions and activities across GVE venues.
- Significantly contribute to the development of policies and procedures to enhance the delivery of technical services.
- Build and lead a professional team capable of delivering high quality technical and production services to a range of internal and external stakeholders including hirers, community groups, touring companies, event producers and other Council departments.

## Key Responsibilities of the Role

### Leadership

- Recruit and lead the technical and production services team including day to day guidance, training, rostering and coordination of technical staff
- Ensure all technical staff are inducted, skilled and trained to the level required
- Be aware of the emergency management procedures and be able to implement them in an emergency
- Provide guidance to the work unit on matters of Work Health and Safety
- Provide guidance, training opportunities, information and induction sessions in order to develop the skills of technical staff and local theatre users

### Venue Operations

- Ensure that venue services and equipment are maintained to the level required.
- Oversee maintenance and upgrades to technical equipment and infrastructure in all venues
- Responsible for the scheduling and carrying out of equipment and plant, including electrical testing and tagging
- Supervise contractors carrying out general inspections, maintenance on buildings, equipment and plant
- Maintain a close working relationship with the Community Facilities Unit to ensure appropriate building and building services repairs and maintenance is undertaken as required.
- Ensure maintenance operations are documented and recorded in appropriate software platforms.
- Ensure store rooms and workshop areas are maintained.

### Planning and Production Management

- Liaise with the GVE team and external clients regarding the technical requirements for larger and more complex events including contributing to budgets, production schedules and risk management plans
- Be available to assist as a technician if required from time to time.
- An effective team player, along with the ability to work cooperatively and positively in a sensitive and confidential environment.
- Excellent customer service skills including the ability to resolve problems.
- Carry out other duties that are within the limits of the employee's skill, ability, competence and training, and the requirements of the role as may be directed from time to time by more senior staff.

## Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained.

## Desirable Licence/Competency (Ticket) Requirements

- Riggers Licence
- First Aid Certificate

## Essential Knowledge/Skills/Qualifications Criteria

- A qualification in technical theatre with relevant industry experience in the physical and technical presentation of theatrical and corporate events such as conferences and seminars ensuring the highest level of service.
- Ability to lead, coordinate and motivate staff and contractors to encourage a positive workplace culture
- Demonstrated experience in the operation of technical equipment and the maintenance of buildings, facilities and equipment.
- Demonstrated experience or knowledge in the operation of various stage productions and presentations in different venues, which includes undertaking technical work over an extended period.
- Demonstrated ability to develop venue policies and procedures which provide professional venues services and meet Council's Work Health and Safety obligations.
- Demonstrated ability to plan and monitor budgets, production schedules and crewing rosters
- Competence in the use of relevant software and a contemporary knowledge of current systems and technologies in resource management for venues and events

## Desirable Knowledge/Skills/Qualifications Criteria

- Degree or Diploma qualification and/or relevant experience and work skills as a venue/theatre technician or similar discipline.
- Experience in the technical presentation of corporate events such as conferences and seminars.
- Experience in the operation of various stage productions and presentations in different venues, including undertaking technical work over an extended period.
- Experience in the maintenance of buildings, facilities and equipment

## Physical Requirements of the Position

*Note: Applicants with disabilities will be considered on a case by case basis.*

- An ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an object or equipment.
- An ability to occasionally lift or carry objects or equipment up to 25kg.

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- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

## Special Requirements

- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.
- Regular local travel.

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

#### Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

### Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

### Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

### Council's Vision

To be the *natural* choice to live, work and play.

### Council's Values

CSPD1472

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Reviewed: 30/08/2018

Coordinator – Technical and Production Services

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**Accountable** – we take responsibility for our actions. We will be accessible and fair.

**Consistent** – our actions will reflect Council's guidelines and practices at all times.

**Appreciative** – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

**Communicative** – we will keep people informed, consult with the community and will actively listen to and respond to their input.

**Respectful** – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

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## POSITION APPROVAL AND ACCEPTANCE

### Approved by

Name		Position	
Signature		Date	

### Accepted by

Name			
Signature		Date	

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*