



# Position Description

Non-supervisory Employees

<b>Position Title</b>	<b>Back of House Technician</b>
<b>Section</b>	Commercial Business Units - Glasshouse
<b>Division</b>	Corporate Performance
<b>Reports to</b>	Back of House Coordinator
<b>Grade</b>	3
<b>Employment Status (FT/PT/Casual/Temp)</b>	Casual

## Position purpose

Assist the Back Of House Coordinator and the Venue Technicians in the day-to-day operation of the technical facilities in the Glasshouse Arts, Conference and Entertainment centre.

Provide a high level of staging, audio, lighting, installation and operations services to Glasshouse Venue users.

## Position specific responsibilities

The key duties you are expected to perform in your role.

- Work effectively to deliver technical services to both internal and external customers.
- Basic operation of lighting, stage, mechanical, audio and/or audio visual systems to meet client requirements.
- Crewing of events across the theatre, gallery, function and outdoor spaces as per client supplied technical specifications and requirements.
- General Building Maintenance duties as required.
- Load in and out of technical and staging equipment in performance, exhibition and function spaces with set up as per client supplied technical specifications and requirements.
- Set up of conference and function spaces as per event order and customer requirements.
- Undertake training and perform duties as specified by the Gallery Curator.
- Installation and removal of Gallery Exhibitions to exhibition specifications, as per deadlines and with no damage to artworks.
- Any other related duties as directed.



## Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

### Values-based behaviours for Non-Supervisory Employees

#### Values

#### Expected Behaviour

##### Communication

- I communicate with respect
- I constructively contribute to team meetings, toolbox talks and conversations
- I share information and ideas with colleagues
- I ask questions if I don't understand

##### Accountability

- I always work in a safe manner, looking after my own safety and the safety of those around me
- I am responsible for my own actions
- I take initiative to progress my own work
- I follow through on my work commitments

##### Professionalism

- I treat others with respect
- I complete my work to the best of my ability
- I take pride in my work
- I am flexible and responsive to changing work priorities and issues

##### Integrity

- I act honestly
- I understand and follow the law, rules, policies, guidelines and the Code of Conduct
- I treat others the way I wish to be treated
- I contribute positively to our work

##### Teamwork

- I look for, and am open to, new and better ways of doing things, together
- I am an engaged and enthusiastic team player
- I step in to help others when workloads are high
- I cooperate with my team members and supervisors



### Document Endorsement

<b>Date</b>	<u>20/12/2017</u>	<b>Group Manager</b>	<u>Commercial Business Units</u>
<b>Date</b>	<u>09/01/2018</u>	<b>Director</b>	<u>Corporate Performance</u>

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

**Employee Name** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_