

Live Production and Technical Services Trainee

POSITION DESCRIPTION



Position Number:	3822
Department:	Communities and Lifestyle
Section:	Communities and Culture
Unit:	Major Venues
Position Status:	Fixed Term - Full Time
Classification:	Order – Apprentices and Trainees Wages and Conditions
Reports To:	Supervisor Production and Technical Services
Revised:	August 2026

General Position Statement

This position supports Council's direction by undertaking a Traineeship in Live Production and Technical Services with a commitment to providing basic technical production in a safe, professional, effective and efficient manner, ensuring the delivery of a customer focused, industry best practice service to venue hirers and users.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Commitment to undertaking all traineeship requirements and to the successful completion of the traineeship.
- Studying towards a Certificate III in Live Production and Technical Services.
- Assist with the provision of basic technical and production services to venue hirers and clients.
- Assist with the maintenance of audio, audio visual, lighting and staging equipment.
- Read and carry out basic instructions.
- Report any defects or problems to the Supervisor, e.g. equipment or safety concerns.
- Provide good customer service to internal and external customers.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- A genuine interest in and/or skills in the operation of technical equipment, including the areas of audio, audio visual, lighting and staging.
- Desire to and/or experience working within a multi-disciplinary outcome focused technical team with a commitment to multi-skilling.
- Numeracy, keyboard and literacy skills.

Live Production and Technical Services Trainee

POSITION DESCRIPTION



- Communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Ability to learn and comply with work practices and policies relevant to the Unit.
- An ability to work productively with not-for-profit organisations and volunteers.
- Effective time management, planning
- Ability to undertake formal training in accordance with the approved training contract.
- Ability to effectively operate Council's computer systems including the MS Office Suite.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team and organisational skills

Qualifications

- Blue Card for working with Children and Young People or ability to obtain. This position falls under the definition of regulated employment in the *Working with Children (Risk Management and Screening) Act 2000* and as such, persons seeking engagement in this position must undergo screening checks under the blue card system administered by the Department of Justice and Attorney-General.

Desirable Qualifications and Experience

- Previous experience with technical equipment related to theatre or live production.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

Work Environment and Physical Demands

- This position is an indoor/outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 25kg, repetitive bending, kneeling, twisting and/or squatting, working in confined spaces, and working at heights.
- Should the requirement to work in confined spaces be a mandatory requirement of this role, the absence of facial hair below eye level is necessary to ensure an appropriate facial seal when using routine or emergency breathing apparatus.

Additional Requirements

- Ability to work in a range of event venues.
- Ability to work weekends and outside normal business hours.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police

Live Production and Technical Services Trainee

POSITION DESCRIPTION



Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

Live Production and Technical Services Trainee POSITION DESCRIPTION



Your Community Your Career

A career with Council is a rewarding one



P: 07 4936 8352 | E: employment@rrc.qld.gov.au | W: www.rrc.qld.gov.au/AboutCouncil/Careers/Vacancies

Job Application Form

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose assessing your suitability for employment with Rockhampton Regional Council. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

Lodgement Details					
Please complete this Job Application Form and submit with your application to the vacancy you are applying for.					
If you are having any issues uploading this document, please email it to employment@rrc.qld.gov.au or drop it in in person at City Hall, 232 Bolsover Street, Rockhampton .					
Position Details					
Position title:					
Position reference no:			Closing date:		
Applicant Details					
Contact name:					
Title:	☐ Miss	☐ Ms	☐ Mrs	☐ Mr	☐ Other
Postal address:					
Preferred contact number:			Alternate contact number:		
Email:			Date of birth:		
Are you currently employed?			☐ No ☐ Yes		
If you are employed at what capacity?			☐ Casual whilst at school ☐ Casual ☐ Part time > 25hrs ☐ Part time < 25hrs ☐ Fulltime		
Are you eligible to work in Australia, or currently hold a working Visa?					☐ No ☐ Yes
If no, please provide details:					
Visa number:			Expiry date:		

Do you hold a current driver's licence?	☐ No ☐ Yes
If yes, what type?	☐ L (learners) ☐ P1 (red P's) ☐ P2 (green P's) ☐ P (probationary) ☐ O (open)
If yes, what class?	☐ C (manual car) ☐ CA (auto car) ☐ RE (restricted LAMS approved motorbike) ☐ R (unrestricted any size motorbike) ☐ LR (light rigid truck) ☐ MR (medium rigid truck) ☐ HR (heavy rigid truck) ☐ HC (heavy combination truck) ☐ MC (multi-combination truck)
Do you hold any full qualifications? (e.g. Certificate, Diploma or University Degree):	☐ No ☐ Yes
If yes , please provide details of all qualifications currently held: 	
Equity and Diversity	
Do you identify with the following groups:	
Young person (aged 15-24 years)	☐ No ☐ Yes
Aboriginal and Torres Strait Islander:	☐ No ☐ Yes
Migrants and refugees from culturally and linguistically diverse backgrounds:	☐ No ☐ Yes
Person with a disability:	☐ No ☐ Yes
Displaced worker (lost employment with another employer):	☐ No ☐ Yes
Woman re-entering the workforce:	☐ No ☐ Yes
Long term Unemployed	☐ No ☐ Yes
Mature-age job seeker (aged 45 years or older)	☐ No ☐ Yes
Veterans, ex-ADF personnel and their families	☐ No ☐ Yes

Additional Information *(please note if you answer yes to the below, your former supervisor will be contacted for a reference)*

Are you currently, or have you been, employed by Rockhampton Regional Council or have you ever been engaged by Council as a labour hire employee?

☐ No ☐ Yes
(If yes, please provide role details below)

Position title:

Department:

Start date:

End date:

How did you become aware of this vacancy?

☐ RRC website

☐ The Hub

☐ The Morning Bulletin

☐ Employee referral

☐ Seek

☐ Social media

☐ LG jobs website

☐ Agency

☐ Other:

Declaration

I acknowledge that, prior to appointment to any position at Rockhampton Regional Council, certain pre-employment checks may need to be undertaken.

I hereby give consent to the following:

- The collection, by Rockhampton Regional Council, of personal information about me;
- The collection, by Rockhampton Regional Council, of background information about me;
- My personal details to be disclosed to an authorised Rockhampton Regional Council provider for the purposes of undergoing pre-employment screening.
- A Criminal History Check to be undertaken by Rockhampton Regional Council.

I also acknowledge that Rockhampton Regional Council may, by notice given to me, require me to provide to Rockhampton Regional Council further documentation relating to me within a reasonable time stated in the notice.

I certify that the information I have provided is true and correct.

Name:

Date: