

Live Production and Services Trainee POSITION DESCRIPTION



Position Number:	3822
Department:	Community Services
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 2024

General Position Statement

This position supports Council's direction by undertaking a Traineeship in Live Production and 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.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

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 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.

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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.
- 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 and organisational skills.
- 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

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 that you are focused on our customer/s when carrying out your responsibilities.
- *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* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *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,

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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.
- For plant operations there is a maximum seat rating for tip trucks of 120kg and Semi tippers of 150kg.

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 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:	