

# Assistant Production Technician

## POSITION DESCRIPTION



|                         |                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------|
| <b>Position Number:</b> | 3808                                                                                              |
| <b>Department:</b>      | Community Services                                                                                |
| <b>Section:</b>         | Communities and Culture                                                                           |
| <b>Unit:</b>            | Major Venues                                                                                      |
| <b>Position Status:</b> | Casual                                                                                            |
| <b>Classification:</b>  | Major Venues Level 2 - Rockhampton Regional Council Certified Agreement 2018 – Internal Employees |
| <b>Reports To:</b>      | Supervisor Production and Technical Services                                                      |
| <b>Revised:</b>         | January 2021                                                                                      |

### General Position Statement

This position supports Council's direction by providing basic technical production in a professional, safe 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.

- Provision of basic technical and production services to venue hirers and clients.
- Assist with operation and maintenance of all technical equipment across multiple disciplines in accordance with the relevant industry standards.
- Assist with installation and de-installation of various exhibition and event elements across a range of major venues.
- Assist in the unloading and loading of vehicles and moving heavy objects.
- Assist with minor fabrication and painting for exhibition and event needs.
- Assist with hanging, positioning, and handling artworks of various materials.
- Set up lighting, sound systems and audio visual equipment for various internal and external events.
- Maintain a high standard of presentation and security at all times based on specific venue requirements.
- Ensure the high quality presentation of all public areas of venues by ensuring technical equipment is operating effectively and the venue is in a clean and safe condition at all times.
- Comply with all Statutory Acts and Regulations relevant to this position.
- 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

- Skills in the operation of technical systems including audio, audio visual, lighting and staging.
- Experience working within a multi-disciplinary outcome focused technical team with a commitment to multi-skilling.
- Effective numeracy, keyboard and literacy skills.
- Working knowledge of work practices, procedures and policies relevant to the unit.
- An ability to work productively with not for profit organisations and volunteers.
- Practical experience in construction, fabrication, painting and appropriate work methods for utilising necessary power tools.
- Ability to quickly learn, self-research, and adapt to new technology.
- 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.

#### 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

- Certificate III Live Production, Theatre & Events and/or demonstrated experience in the operation and maintenance of technical system.
- Developing knowledge of museum practices including object care and handling, packing and movement of artworks, appropriate display techniques and conservation principles, and broader industry practices.
- High Risk Licence to operate a boom-type elevating work platform (boom length 11 metres or more).
- First Aid Certificate.
- Work Safely at Heights Certificate.
- Licence to operate a forklift truck.
- Elevated Work Platform Operator Licence Yellow Card Scissor Lift (SL) and Mast Lift (ML).
- Construction Industry Induction (White Card).
- High Risk Licence for Dogging, Basic Rigging & Intermediate Rigging

#### 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.

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- *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 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.

### Additional Requirements

- Ability to work in an office and cultural institution environment.
- Ability to work weekends and outside of normal office hours as required.
- 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).
- The work can be intermittently heavy, with periods of prolonged standing, stooping and crouching. The tasks must be performed meticulously and accurately.
- Ability to handle items of varying weight.
- Ability to work with screen based equipment over long periods with prescribed rest breaks.
- Ability to set up public events, media briefings, public relations activities and field inspections.

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## 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.

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## 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.

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|-----------------------|---------|
| <b>Authorised By:</b> | Manager |
| <b>Signature:</b>     |         |
| <b>Date:</b>          |         |
| <b>Employee Name:</b> |         |

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|                     |  |
|---------------------|--|
| Employee Signature: |  |
| Date:               |  |