

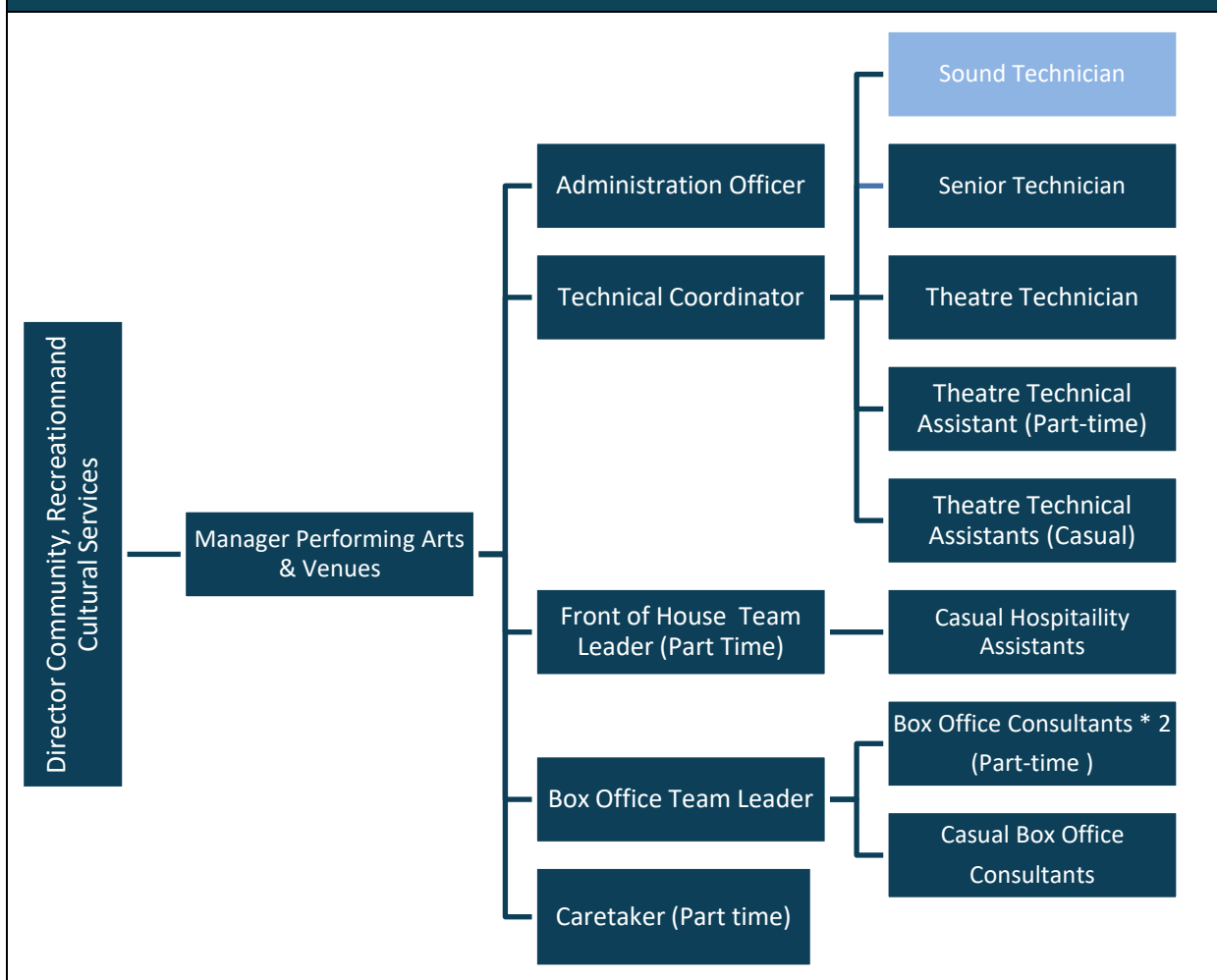
<b>Position Title:</b>	Sound and Theatre Technician
<b>Position Number:</b>	TBC
<b>Division:</b>	Community Recreational and Cultural Services
<b>Section:</b>	Performing Arts and Venues
<b>Grade:</b>	5
<b>Delegations:</b>	Nil
<b>Position FTE Hours</b>	38

### Primary Purpose

To carry out the set up and operation of sound, audio-visual and lighting equipment, bumping in/out and setting up sets for theatre productions, and the setup of the forum, foyer and other Council meeting rooms/function spaces.

To carry out maintenance and other duties to ensure that equipment is functional to assist in the efficient running of the Theatre and other Council Venues

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Certificate IV in Line Production, Theatre and Events or equivalent
- Current class C drivers licence
- Basic Riggers Certificate (desirable)
- Electrical Test and Tag Training Course (desirable)
- Elevated Work Platform (EWP) Licence (desirable)
- First Aid Certificate (desirable)

### Skills and Experience

- Experience in and knowledge of how to carry out the setup and operation of sound, audio visual, lighting and setting up/pulling down of theatre production sets
- High level communication skills including the capacity to interact with the public while maintaining effective customer service
- Knowledge of operating Digital Audio Consoles (A&H Avantis)
- Demonstrated ability to work flexible hours including late nights and weekends
- Demonstrated ability to work and contribute as part of a team
- Demonstrated attention to detail and ability to follow procedures in a team environment
- Proven ability to work unsupervised
- Demonstrated understanding of work health and safety requirements in a Theatre or Venue environment
- Demonstrated ability to model Council's key values and desired behaviours

## Key Accountabilities/Duties

- Timely preparation and set up of sound, audio-visual, lighting and staging for scheduled events and meeting deadlines as directed by the Senior Technician and/or Coordinator Theatre Technicians.
- Provide high quality service to internal and external customers.
- Set up and operation of sound and audio-visual equipment.
- Assist the Coordinator Theatre Technicians with training and mentoring other technical staff to meet all the technical operational requirements.
- Bump in/out and setting up/pulling down theatre production sets.
- Maintenance and use of a variety of equipment in the Theatre/Performing Arts venue environment.
- Set up a variety of Council spaces including but not limited to: the Orange Function Centre, Council Chambers, Committee rooms, forum and foyer areas as required.
- Check stock and communicate ordering needs as required.
- Maintain storage of all theatre equipment
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

## Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<p><b>Ownership - Foundational "Does it"</b>  <i>Take responsibility and ownership of work and delivering to quality standards.</i></p> <ul style="list-style-type: none"> <li>• Takes responsibility for own actions</li> <li>• Completes tasks he/she has agreed to on time</li> <li>• Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly</li> </ul>
Relationships	<p><b>Team Work - Demonstrates "Achieves it"</b>            Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</p> <ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and co-operative team environment</li> <li>• Shares information and learning within and across teams</li> <li>• Works well with other teams on shared problems and initiatives</li> <li>• Looks out for the wellbeing of team members and other colleagues</li> <li>• Encourages input from people with different experiences, perspectives and beliefs</li> <li>• Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
Results	<p><b>Plan and Prioritise - Foundational "Does it"</b>  <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> <li>• Understands team objectives and own contribution</li> <li>• Plans and organises own work tasks</li> <li>• Asks when unsure about the relative priority of allocated tasks</li> <li>• Manages time appropriately and re-prioritises as required</li> <li>• Identifies and informs supervisor of issues that may impact on completion of tasks</li> </ul>
	<p><b>Deliver Results - Foundational "Does it"</b>  <i>Achieve results through efficient use of resources and a commitment to quality outcomes.</i></p> <ul style="list-style-type: none"> <li>• Takes the initiative to progress work tasks</li> <li>• Clarifies work required and timeframe available</li> <li>• Identifies what information/resources are needed to complete work tasks</li> <li>• Checks own work for accuracy, quality and completeness</li> <li>• Completes tasks under guidance, on time and to the required standard</li> </ul>
Technical	<p><b>Health, Safety and Environment - Foundational "Does it"</b>  <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i></p> <ul style="list-style-type: none"> <li>• Consistently displays safe working behaviour</li> <li>• Speaks up when something is unsafe</li> <li>• Follows health and safety policies and procedures</li> <li>• Participates in safety discussions</li> <li>• Implement environmental controls as applicable</li> </ul>
	<p><b>Assets and Equipment - Foundational "Does it"</b>  <i>Use, allocate and maintain work tools appropriately and manage Councils assets and equipment responsibly</i></p> <ul style="list-style-type: none"> <li>• Uses core work tools and equipment effectively</li> <li>• Maintain and effectively use work tools, equipment and Council assets</li> </ul>

## Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

## Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

## General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.

- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

<b>Name of Employee</b>	
<b>Signature of Employee</b>	
<b>Date</b>	