

POSITION DESCRIPTION

Position Title:	Venue Technician	Position Code:	6-VT
Division:	Culture and Economy	Grade:	B
Location:	Dubbo and Wellington	Hours/Week:	76 hours per fortnight
Reports to:	Technical Co-ordinator		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

Responsible for providing hands on support for shows, functions and events as well as setting up and operating audio, lighting, vision and staging equipment at Dubbo Regional Theatre and Convention Centre and Wellington Civic Centre. The position holder is also required to be Duty Person for relevant events.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Operator for shows, functions and events	<ul style="list-style-type: none"> • Interpret technical requirements and scheduling information and resources for incoming productions • Resolve issues of conflicting requirements for use of the venues, assets and staff. • Provide support for the Regional Events Team
Systems operation	<ul style="list-style-type: none"> • Facilitate the setup and operation of audio and lighting equipment for shows, functions and events • Incorporating touring shows into the house systems using patch bays, cabling and flying system knowledge for best performance. • Customising audio visual requirements from clients to optimally work within our parameters in show rooms. Setting up of video switchers, projectors and computers. • Staying abreast of changing entertainment and presentation technology.
Risk Management	<ul style="list-style-type: none"> • Carry out relevant inductions • Observing and monitoring behaviour and work practices of incoming personnel on stage in accordance with Legislative requirements, Council Policy and the venue rules and procedures. • Checking incoming equipment for compliance. • Participate in development of Safe Work Method Statement (SWMS).
Maintenance	<ul style="list-style-type: none"> • Assets and infrastructure are maintained, repaired or replaced in order to achieve a safe, flexible and efficient working environment capable of achieving as diverse a range of events as possible. • Department area maintained in a clean and tidy manner

Key Accountabilities / Duties

	<ul style="list-style-type: none"> • Reporting usage of consumables for charging and replacement to the Technical Co-ordinator.
Supervision and team work	<ul style="list-style-type: none"> • Provide leadership and support to casual staff and volunteers. • Supervise the work activities of casual staff and volunteers. • Maintain appropriate level of communication with casual staff, volunteers and incoming technical / event staff to ensure awareness of relevant key issues and venue capabilities and rules. • Foster good team work and high staff morale within the team.

Inherent Requirements of the position

- Class C Drivers Licence
- Pre-Employment Health Assessment
- First Aid Certificate
- A reasonable level of fitness and good manual handling technique

Selection Criteria

Essential

1. Experience, knowledge and operation of audio, lighting, vision and staging equipment and systems in theatres and convention centres
2. Experience supervising and training a range of casual staff and volunteers
3. Experience and knowledge of WHS, Risk Management, emergency evacuation procedures related to the operations of a public function area / live theatre venue
4. Availability to work flexible hours including weekends and evenings

Desirable

5. Experience working in a local government environment, preferably in a regional city
6. Work Cover accredited Rigging qualification
7. Work Cover accredited Working at Heights qualification
8. Statement of Attainment in Electrical Testing and Tagging

Organisation Wide Accountabilities

Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Progressive
 - Be Curious, Courageous and Committed
- Sustainable
 - Balanced approach to growth and opportunity
- One Team
 - Working Together

	<ul style="list-style-type: none"> • Integrity <ul style="list-style-type: none"> ○ Accountable for our actions
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • 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 or People, Culture and Safety within 48 hours • Participating in any 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 • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council’s economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council’s adopted Code of Conduct. • Council’s Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council’s policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: