



POSITION DESCRIPTION

Technical Production Trainee

Incumbent:	VACANT
Location:	Ararat Town Hall
Reports to:	Performing Arts Coordinator
Commencement date:	
Completion date:	
Employment Status:	Full-time (12-months fixed term)
Award Classification:	Band 2 (Training)
Prepared by:	Human Resources Business Partner
Approved by:	Chief Executive Officer

Position Summary

During the 12-month traineeship period, the Technical Production Trainee will work across various performing arts venues in the municipality experiencing all the technical operations the Council has to offer.

The traineeship will take into account the skill set and desired technical speciality of the successful applicant and will be underpinned by the trainee also completing Certificate III in Live Production & Technical Services.

Key Responsibilities

- Completion of a Certificate III in Live Production and Technical Services through a nominated Registered Training Organisation (RTO).
- Attend/participate in the formal training process e.g., on the job, face-to-face, online, locally, or out of town.
- Assist with nominated staging, vision, lighting, and audio activities.
- Assist in delivering high-level technical support to clients of the venue (internal and external).
- Work with Town Hall staff to solve technical problems and to implement show technical plans before and during productions.
- Unloading and loading of equipment, setting up venues, including furniture and building stages.
- Facilitate seating organisation with respect to building code regulations and working as an usher.
- Effectively operate point of sale system.
- Facilitate the proper organisation and cleanliness of venues.
- Provide high levels of customer service.
- Work as a fire warden as required.
- Welcome guests and receive tickets.
- Assist with stocktake of consumables.
- Check equipment in inventory system and inspect for potential damage, reporting if required.
- Assist in the packing up and cleaning after events.
- To work as an active member within the team.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.



POSITION DESCRIPTION

Accountability & Extent of Authority

- Under the general supervision of the Performing Arts Coordinator, the trainee is responsible for assistance in the day-to-day operation of the Ararat Town Hall.

Judgement & Decision Making

- Guidance and advice are always available.

Specialist Knowledge & Skills

- Ability to understand and stay abreast of current and upcoming show information.
- Excellent customer service skills.

Interpersonal Skills

- The ability to communicate effectively with colleagues, volunteers, and visitors to ensure the delivery of high-quality customer service.
- Basic skills in managing time and organising own work.
- Excellent verbal and written skills.
- Excellent listening skills.

Qualifications & Experience

- Knowledge of Microsoft Office with the ability to learn specialist performing arts centre software.
- Available to work weekends and evenings.
- Demonstrated commitment to customer service.

The following certificates are required but can be obtained following commencement.

- Level 2 First Aid certificate.
- Fire warden experience.

Special Characteristics

This position may involve weekend and evening work according to a roster under the provisions of the Ararat Rural City Council Enterprise Agreement - employees engaged in community services.

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the Chief Executive Officer		