

## POSITION DESCRIPTION

<b>Position Title</b>	Coordinator Production
<b>Position No.</b>	843
<b>Position Status</b>	Permanent Part-time
<b>Business Unit</b>	Arts and Culture
<b>Division</b>	Community and Culture
<b>Classification</b>	Band 4
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
<b>Date Approved</b>	December 2017
<b>Approved By</b>	General Manager Community and Culture

### WELLINGTON SHIRE COUNCIL VALUES

<b>Cooperation</b>	Working together, teamwork, collaboration and being solution-oriented.
<b>Integrity</b>	Acting with respect, honesty, reliability, trust, tolerance and understanding.
<b>Balance</b>	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
<b>Professionalism</b>	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

### POSITION OBJECTIVE

The Coordinator Production provides high quality technical services to presenters and support for events at The Entertainment Centre. The position requires excellent communication with presenters, visitors and staff, knowledge of safe work practices, as well as current theatre and function practices and trends. The theatre environment involves long hours (weekends and evenings), irregular shift patterns, heavy physical work and tight deadlines.

### ORGANISATIONAL RELATIONSHIPS

<b>Reports to</b>	Coordinator Operations
<b>Supervises</b>	Casual Theatre Technicians
<b>Internal Liaisons</b>	All Council staff
<b>External Liaisons</b>	Presenters, clients and visitors

## **DELEGATIONS/AUTHORISATION**

This position has no delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

## **QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE**

### **Accountability and Extent of Authority**

The Coordinator Production is expected to:

- Assist with planning, preparing, installing, moving and striking of equipment.
- Undertake work with limited direction but guidance and advice is available from the Coordinator Operations.

### **Judgement and Decision Making**

- Ability to accommodate last minute changes in a calm and creative manner.
- Use judgement to identify and report problems quickly, correct faults, fulfil reporting requirements, and communicate delays to the appropriate people such as the Coordinator Operations, stage manager or presenter.
- Respond to, and redirect as necessary, enquiries from external and internal clients.

### **Specialist Knowledge and Skills**

- Knowledge and understanding of the technical theatre equipment used at The Entertainment Centre which includes Allen & Heath i-Live audio and ETC Eos consoles or similar.
- Demonstrated ability to Mix audio to a professional standard for all types of events including bands, musical theatre and corporate events.
- Demonstrated ability to operate Lighting to a professional standard for all types of events including bands, musical theatre and corporate events.
- Demonstrated ability to setup professional audio, lighting, Audio Visual, and staging equipment. Demonstrated high level of customer service skills.
- Empathy with the performing arts and an understanding of venue operations.
- Capable of operating equipment and Theatrical spaces with limited guidance.

## **Management Skills**

- Proven staff supervision and management skills.
- Ability to assist with training other staff and community members as required, with both OH&S policies and procedures as well as the setup and operation of Technical equipment and facilities as required.
- Participate in staff and team meetings to discuss, analyse and resolve work related issues as part of the collective team responsibility.
- Assist other team members to resolve problems and finish work proficiently.
- Ability to manage time and prioritise own workload.
- Proficient in the use of Event Management and Microsoft suite of products

## **Interpersonal Skills**

- Demonstrated ability to communicate clearly with presenters, customers and colleagues.
- Appropriate communication skills to liaise with presenters on their technical requirements and explain services and standards.
- Well-developed problem solving ability to convey technical information to people with a non-technical background.
- Demonstrated ability to take initiative.
- Able to work effectively in team situations.

## **Qualifications and Experience**

- Tertiary degree qualified or recognised specialist knowledge-of the Functions and Entertainment Industry, or a minimum of five years' industry experience.
- Proven experience in sound mixing for live events, preferably bands and theatre performances.
- Proven experience in operating Lighting live events, preferably bands and theatre performances.
- Level two First Aid (desirable).
- Test and Tag qualification (desirable).

## **The ability to obtain and maintain the following qualifications, registrations, certifications:**

- Working with Children's Check.
- Current drivers licence.
- Elevated Work Platform

## **PEOPLE - RESPONSIBILITIES**

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Assist with regular encouraging and maintaining a positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and OH&S requirements incl. task analyses (if applicable).

## **OPERATIONAL - RESPONSIBILITIES**

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work related activities including documentation and administration as per the Councils records management policy and adherence to the written style guide.

## **SCHEDULING - RESPONSIBILITIES**

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

## **POSITION SPECIFIC - RESPONSIBILITIES**

- Assist to maintain a roster for all event staff to provide services to events and activities held at The Wedge and associated venues, ensuring all events are appropriately staffed in accordance with CPIs.
- Assist to provide support to touring companies in regard to matters including: technical, production, safety and security requirements, ensuring the touring company is equipped with all the information required to perform at the centre in accordance with CPIs.
- Assist to deliver pre-production, rigging, rehearsal, performance and de-rigging of shows and events in line with Clients requirements including artistic and budget requirements.
- Provide technical assistance to hirers supporting the Entertainment Centre in the delivery of the highest standard of customer service to all touring and local performances in accordance with business unit plan.
- Assist with the maintenance of Entertainment Centre's technical services, equipment and facilities to deliver a modern, safe and reliable state of the art service in accordance with CPIs.
- Assist with the preparation of quotes, cost sheets and reconciliations for events in accordance with CPIs to meet the client's needs.
- Assist with the maintenance and cleaning of the Entertainment Centre as required.
- Assist with other areas of the Entertainment Centre operations as required.