



<b>POSITION NUMBER</b>	3475594, 3513756	<b>SCHOOL/AREA</b>	School of Media, Creative Arts & Social Inquiry (MCASI)
<b>CLASSIFICATION</b>	G06	<b>FACULTY</b>	Humanities
<b>LINE MANAGER</b>	Manager, Production Support Unit		<b>POSITION NUMBER</b> 3455452

## PURPOSE OF POSITION

This position works collaboratively as part of a multi-skilled team within the Creative Production Support Unit (CPSU) and possesses specialist skills in one or more aspects of screen based or theatre based production process workflow (i.e. pre-production, production or post-production).

The incumbent provides instruction, primarily in their area of specialisation, to staff and students, in the use and operation of specialist equipment and/or processes and protocols associated with screen based or theatre based production. However, from time to time and depending on individual skills, the incumbent may be required to provide support in other aspects of the workflow process to be responsive to the changing needs of the School.

**This position description outlines the broad responsibilities of the role, the information sheet outlines areas of focus/specialisation.**

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Provide support to academic staff and instruction to students in the use and operation of specialist equipment, facilities and/or processes. This may be in an on/off campus, in studio/theatre environment or over the counter in the MCASI Store.
- Develop and deliver in-class workshops demonstrating specialist equipment, facilities and techniques and/or providing instruction on processes and current industry protocols.
- Support academic staff in ensuring that relevant internal and external production and workflow process protocols and procedures, including occupational health and safety regulations, are respected and followed.
- Work to ensure that production workflow processes are maintained, developed and viable, in line with learning and teaching requirements.
- Where applicable, assist academic staff in assessing students' technical proficiency.
- Develop user documentation/reference materials and contribute to the updating and maintenance of the CPSU's Wiki, with content which relates to the incumbent's area of expertise.
- Ensure that all equipment is electrically safe and in good working condition, either by providing first-line maintenance, or referring for repair, internally or externally, and manage the OH&S cycle or statutory testing and tagging of electrically powered equipment.
- Ensure procedures relating to the loan out of equipment are adhered to.
- Create, update and maintain on-line content/web content, publishing written and image content and ensuring information is accurate and complies with Curtin's Digital Publishing Procedures.
- Participate in multiskilling programs and collaborate with team members to ensure service levels are maintained.
- Undertake regular professional development and interact with industry to ensure system, operational and/or technical knowledge is consistent with continuing developments in professional practice.
- Research, evaluate and recommend equipment, systems and/or process to support the School's teaching and research programs.
- Provide assistance to academic staff with research projects.
- As required, assist and ensure workflow process and deliverables with reference to third party clients.
- As required, provide mentoring to casual and junior staff employed to assist with the production work flow process.
- As a member of the University community, demonstrate the highest possible standards of professional and personal conduct, in line with the University's Values and Signature Behaviours.
- Undertake other activities, including projects assigned by the Manager, CPSU, which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above.

## KEY PEOPLE INTERACTIONS

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| <ul style="list-style-type: none"> <li>• Academic staff of the School</li> <li>• Students</li> <li>• Team members within CPSU</li> </ul> | <ul style="list-style-type: none"> <li>• Local and national industry professionals</li> <li>• Repair and service providers</li> <li>• Equipment and consumable suppliers</li> </ul> |
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## POSITION/ORGANISATIONAL UNIT DIMENSIONS

The Creative Production Support Unit is broadly responsible for: technically maintaining the infrastructure that sustains the production process workflow, by ensuring the equipment and School spaces physically work; operationally supporting the workflow by demonstrating how the equipment works and various techniques with equipment; and ensuring the production process, in reference to procedures and protocols, is respected and followed.

For information about the School of Media, Creative Arts and Social Inquiry see:

<https://humanities.curtin.edu.au/schools/media-arts-social-inquiry/>

CRITERIA		
<b>Qualifications</b>	1. Completion of a relevant diploma or degree qualification and relevant experience in a production or broadcasting environment; or an equivalent combination of relevant experience and/or education/training.	
<b>Knowledge, Experience and Skills</b>	2. Demonstrated current professional experience working in the theatre industry as a technician, production or stage manager, with experience in one or more areas of design (e.g. sound, lighting, set or costume). 3. Demonstrated ability to manage and monitor a production budget. 4. A sound understanding of current industry production processes/workflow and a demonstrated understanding of the interaction between production roles. 5. Demonstrated problem solving skills and ability to work effectively in demanding situations. 6. Excellent interpersonal skills with proven ability to work collaboratively and effectively as part of a team as well as independently, with minimal supervision. 7. Demonstrated excellent oral and written communication skills with the ability to prepare clear and concise procedural and training documentation as well as the capacity to effectively present information in an in class workshop environment. 8. Demonstrated commitment to participate in up skilling programs within the team and maintaining professional currency through undertaking regular professional development to ensure operational and technical knowledge is consistent with continuing developments in professional practice.	
<b>Desirable</b>	1. Working experience in at least one aspect of screen/theatre-based production other than the primary role of the position. 2. Certificate IV in training or equivalent 3. Previous experience working in a university environment.	
WORK REQUIREMENTS		
<ul style="list-style-type: none"> <li>• A level of fitness commensurate with the position.</li> <li>• Ability to work outside of normal office hours when required.</li> <li>• Testing and tagging certification (or commitment to attain).</li> </ul>		
UNIVERSITY VALUES		
<p>All staff must commit to and uphold Curtin's Values which are:</p> <ul style="list-style-type: none"> <li>• Integrity – to act ethically, honestly and with fairness</li> <li>• Respect – to listen, value and acknowledge</li> <li>• Courage – to lead, take responsibility and question</li> <li>• Excellence – to strive for excellence and distinction</li> <li>• Impact – to empower, enable and inspire</li> </ul> <p>For more information please visit: <a href="http://www.curtin.edu.au/livingourvalues/">http://www.curtin.edu.au/livingourvalues/</a></p>		
COMPLIANCY & LEGISLATIVE REQUIREMENTS		
<p><b>Occupational Safety and Health</b>            All <u>supervising staff</u> are required to undertake effective health and safety measures to ensure compliance with the Occupational Safety and Health Act 1984 and related legislative requirements.</p> <p>All <u>staff</u> must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.</p> <p><b>Ethics Equity and Social Justice</b>            All <u>staff</u> are responsible for informing themselves of their obligations and responsibilities in relation to Ethics, Equity and Social Justice. In particular, all staff must demonstrate appropriate and professional workplace behaviours in accordance with the University's Values and Code of Conduct.</p> <p><b>Staff must familiarise themselves and comply with all other University policies and procedures and legislation relevant to the position.</b></p>		
ENDORSEMENT		
I certify that the information contained in this document is a true and accurate depiction of the requirements of the position		
<b>Manager</b>	<b>Human Resources Registered</b>	
<b>Manager Signature</b>	<b>Date Registered</b>	
<b>Date</b>	<b>Document Last Updated</b>	January 2018

## Information Sheet

<b>Theatre Production – Theatre Arts</b>
<p>This role's area of focus is the provision of instruction and guidance to students in relation to theatre-based production equipment, techniques and protocols; assisting students, staff and visiting professionals (directors, designers and production teams) with the realisation of the design for each of the major productions at the Hayman Theatre, by coordinating production elements (including production meetings, technical and dress rehearsals and the bump in and bump out of set) and supporting academic staff in ensuring risk management strategies (risk assessments) are created and followed for each production. It manages the annual Hayman Theatre production budget and effectively oversees running costs, liaising as necessary, with the Manager, CPSU.</p> <p>The role also ensures that the theatre's technical equipment and facilities are properly maintained and managed (this includes undertaking first-line repair and maintenance and liaison with internal and external service providers, as required, to arrange servicing and repair of production equipment, facilities and systems) and resources are safely stored and that adequate stocks of consumables are held.</p>
<p><b><i>Specific Criteria</i></b></p> <ul style="list-style-type: none"><li>• Demonstrated current professional experience working in the theatre industry as a technician, production or stage manager, with experience in one or more areas of design (e.g. sound, lighting, set or costume).</li><li>• Demonstrated ability to manage and monitor a production budget.</li></ul>
<p><b><i>Specific Work Requirements</i></b></p> <ul style="list-style-type: none"><li>• Working Safely at Heights certification (or commitment to attain)</li><li>• White card construction industry certification (or commitment to attain)</li><li>• Possess a current WA driver's license.</li></ul>