

## **TECHNICAL EVENT STAFF - CASUAL**

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### POSITION DESCRIPTION

The Ainslie and Gorman Arts Centres consist of two cultural facilities, Ainslie Arts Centre and Gorman Arts Centre. We provide a diverse and eclectic range of arts activities to the public, from music to theatre to contemporary arts and dance, as well as studio space for developing and established artists.

This role is part of our program and venues team, and technical event staff are expected to provide a high level of technical and customer service before, during and post-events held at the Ainslie and Gorman Arts Centres and to assist in the smooth running of all event and production related operations.

We expect staff to adhere to the Ainslie and Gorman Arts Centre COVIDSafe plan and work in a COVIDSafe manner at all times, respecting the needs of the client.

Events include live music, theatre performances & showcases, presentations, conferences, theatre & music company launches, weddings.

Staff will be well-organised, well-presented, professional and courteous. They will have excellent interpersonal skills, the ability to work as part of a small and varied team and will be able communicate effectively with a wide range of customers. Technical staff must hold an appropriate trade qualification and/or have relevant industry experience.

This is a casual role, and will be remunerated, depending on experience, at Award Level, Grade 7 \$30.96 or Grade 8 \$32.53 per hour plus superannuation paid in accordance with the Superannuation Guarantee (Administration) Act 1992 (Cwlth) and Australian Tax Office.

Sunday and public holiday loading apply per Fair Work Amusement, Events and Recreation Award rates.

Employees and employers may also seek information about minimum terms and conditions of employment from the Fair Work Ombudsman. You can contact them on 13 13 94 or visit their website at [www.fairwork.gov.au](http://www.fairwork.gov.au).

### KEY RESPONSIBILITIES INCLUDE

- Technical setup and strike down of systems, including but not limited to sound, lighting and A/V.
- Tasks could include: setting up handheld radio or wired mics, including for conferences, instrument mics, DIs & foldback for live music performances, audio from projection presentations, programming lx states for theatre performances, focusing lights.
- Knowledge of ETC SmartFade ML & SmartFade 24/96 consoles advantageous, or ability to program on similar lighting desks.
- Identify any technical equipment issues and inform the Production Manager, and if applicable, Event Duty Manager.
- Setup and pack away moveable furniture.
- Oversee WHS to provide a safe environment
- Perform duties as instructed by the Ainslie and Gorman Production Manager; and/or Creative Producers when directed by the Production Manager.

### Desired Qualifications

- Working at Heights

## ACCOUNTABILITY

The Technical Event Staff report directly to the Production Manager, and if applicable, an Event Duty Manager. Staff may from time to time be required to perform duties under limited direct supervision and are therefore expected to show motivation and initiative in performing duties.

Technical Event Staff are expected to perform all duties to the best of their ability at all times; use best endeavours to promote and protect the interests of the employee; and follow reasonable and lawful directions given to you by the employer, including complying with policies and procedures as amended from time to time.

## WORKING ENVIRONMENT

Technical Event Staff will work at both Gorman Arts Centre and Ainslie Arts Centre, which are ACT Government facilities. The work duties include physical tasks, such as moving equipment and lifting heavy items therefore the position requires a good standard of fitness and mobility.

We value safety at the Ainslie and Gorman Arts Centres. Closed toe shoes to be worn at all times, along with full length blacks.

## APPLICATION PROCESS

To apply for this position, please send a cover letter, a detailed resume that clearly demonstrates how your experience matches the job description and two references to [enquiry@agac.com.au](mailto:enquiry@agac.com.au), with your full name and the position you are applying for in the subject line of your e-mail.

Please note that only shortlisted candidates will be contacted for an individual interview.

Equity and inclusion are key principles of our work and we are committed to building a diverse workplace. We strongly encourage applications from First Nations people; people from culturally and linguistically diverse backgrounds, people with disability; and people from LGBTIQ+ communities.

Any questions, please contact Bec Poulter, Production Manager, (02) 6182 0044, or [rebecca.poulter@agac.com.au](mailto:rebecca.poulter@agac.com.au)