# **Position Description**

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| **Position Title** | Audio Visual Lead – HEART |
| **Directorate** | Sustainable Economies and Communities (SEC) |
| **Level** | Level 5 |
| **Reports to** | Production and Technical Manager |
| **Responsible for** | AV casual tech support (as required) |
| **Primary Location** | Margaret River HEART and other locations as required. |
| **Delegation** | N/A |

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| **Position Overview** |

Provide support to the HEART Production and Technical Manager and the Manager of Arts, Community and Economic Development in the implementation of an Arts and Cultural program in line with the Arts Margaret River program and the Sustainable Economies and Communities Directorate strategy.

* Work closely with Technical & Production Manager & Technical Supervisor Coordinator to facilitate and support venue operations, venue systems and procedures
* Manage, setup and operate audio visual equipment for delivery of events across all venue spaces
* Conduct regular preventative maintenance, servicing and documentation of technical audiovisual equipment
* Work closely with the technical staff at the HEART and external partners to coordinate, facilitate and support high quality arts and cultural events and activities both at the HEART and within the Shire of Augusta Margaret River
* Establish and maintain communications with co-management partner and venue external hirers
* Participate in meetings with department heads to coordinate upcoming event delivery
* Manage and coordinate casual audio visual technicians on event setup and pack downs
* Effectively manage storage of technical asset inventory
* Conduct repairs on audio visual systems, equipment and devices
* Work closely with Technical & Production Manager for procurement of equipment based on renewal plan
* Establish and maintain effective record keeping for technical system procedures and operational guides
* Provide technical assistance for external users
* Mentoring and training throughout Audio Visual department

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| **Position Responsibilities** |

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| Key functions | Specific duties | % Time |
| HEART operations | * System design, setup, operate and pack down of audio visual equipment for venue wide events and activities * Operate professional standard of audio visual production * Lead Audio Visual department on bump in/out for touring musical theatre, music productions and all events across all venue spaces * Report major maintenance or technical issues to Technical & Production Manager and Technical Supervisor Coordinator * Conduct basic repairs, regular maintenance and safe storage procedures for all Audio Visual equipment and systems * Communicate shortfalls in Audio Visual event related delivery of services with Technical & Production Manager and Technical Supervisor Coordinator * Coordinate Audio Visual aspects with touring performers, venue hirers and internal/external stakeholders * Establish and execute routine maintenance schedules * Prepare reports and department related agenda items for tech meetings * Prepare asset inventory renewal reports and source equipment purchase suggestions for Technical & Production Manager | 80% |
| Leadership | * Lead, mentor and develop staff on the job * Mentor and develop training material for Audio Visual casual employees and trainees to fulfil quality of service and standards * Manage and coordinate casual AV technicians on event setup and pack downs * Lead and monitor safe working practices encompassing AV and related tasks * Undertake hazard management and work safety reporting. | 20% |

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| **Position Requirements** |

**Essential**

* A very high standard in technical audio visual system commissioning, integrating, operating and troubleshooting
* Well-developed oral and written communication skills.
* Experience working and contributing to a multi-disciplinary team with high level accuracy and attention to detail.
* Proven abilities to multi-task, work autonomously and to meet deadlines, including participation in a wide range of events and conferences.
* Demonstrated high-level problem-solving skills
* Demonstrated experience and working knowledge of technical production and building management in a fast paced arts and cultural multifunctional venue
* Ability to multi task, work autonomously and within a busy team environment
* Experience with software, computing systems and technical equipment
* A high level of computer literacy including the ability to use Microsoft Office suite, scheduling and venue management software.
* Experience formulating procedures and training documentation
* Possess a current Western Australia “C” Class Drivers Licence.
* Ability to work flexible hours including weekends as required

**Desirable**

* Knowledge and understanding of government policy and processes particularly Workplace Health and Safety.
* Working knowledge of the district and local community issues pertaining to the Shire of Augusta-Margaret River.

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| **Key Relationships** | |
| **Internal** | **External** |
| * Events Activation team * Community Planning and Development team | * HEART Co-management partner - Arts Margaret River * Community Organisations and Associations * Public Utilities and Authorities * Other Local Governments * State and Federal Government departments * Industry leaders and groups |

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| **The Way We Do Things** |

Respect Integrity Community Excellence

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| **Acknowledgement** | | |
| Reporting Officer Name | Signature | Date |
| Employee Name | Signature | Date |