

Position Title:	Technical Theatre Trainee
Division:	Technical and Production
Department:	Lighting, Sound and Staging
Classification / Level:	AFC Performing Arts Centre Enterprise Agreement PAC TEC1
Ordinary working hours & days:	Monday to Sunday as per the roster
Reporting to:	Head of Department – Lighting, Sound or Staging
Positions reporting to this role:	Nil
Significant working relationships:	<ul style="list-style-type: none"> Internal customers (employees of Adelaide Festival Centre Trust) External customers (including, patrons, government officials, visitors and general public)
Decision Making/Purchasing Authority:	Nil
Special Conditions:	<p>Must be an Australian Citizen or permanent resident</p> <p>Must complete a Certificate IV in Live Production and Technical Services during the Traineeship</p>
Information on Adelaide Festival Centre	<p>Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state.</p> <p>Adelaide Festival Centre is located on Kurna Yarta. We respect First Nations people around Australia and acknowledge the Kurna people as the traditional custodians of the Adelaide Plains. We honour their relationship with country, and we do so in the spirit of reconciliation.</p>
Department Overview	<p>The Production Department is a service provider to shows and events being held within the Adelaide Festival Centre venues. The department comprises of Staging, Lighting, Sound, Wardrobe, Stage Management and Production Administration.</p>
Summary of Key Purpose:	<p>Under the full direction and supervision of senior technicians provide assistance during bump in / bump out and performances</p> <p>Personnel operating at this level will be supervised at all times and be undertaking formal study and on-the-job training whilst performing in this role.</p>

Key Result Area / Accountabilities:
Participate in bump in and bump outs.
Participate in rehearsal and performances as required.
Undertake department cleaning and housekeeping duties.
Undertake basic duties within department as required.
Store all equipment correctly after use.
Report any hazards, damages or loss
Perform any other duties as directed by the manager, within level of skills, experience and competence.
Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.
At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre and consistent with those prescribed in the Code of Ethics for the South Australian Public Sector.
Demonstrate appropriate behaviour and adhere to all Adelaide Festival Centre policies and procedures, including but not limited to equal employment opportunity and respectful behaviour the workplace
EBMS (Event Business Management System)
Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.
Records Management
All records created within the conduct of AFCT business to be managed in accordance with AFCT's Record Management Policy, associated policies, procedures and legislation.
Work Health & Safety Responsibilities (WH&S)
Care of your own health and safety and the health and safety of others.
Comply with any reasonable instruction from the Department of the Premier and Cabinet, and Adelaide Festival Centre, so far as you are reasonably able.
Cooperate with all reasonable the Department of the Premier and Cabinet, and Adelaide Festival Centre policies and procedures.
Comply with the WHS legislation by adhering to the WHS requirements set out in the Adelaide Festival Centre Trust's WHS management system.
Wear and maintain Personal Protective Equipment (PPE) as directed.
Use other safety and emergency equipment provided in the workplace.
Assist with and conduct risk assessments.
Report a hazard, incident, injury or illness arising from workplace activities within 24 hours.
Implement WHS policies, procedures and safe systems of work.

Key Competencies:	Requirement
Qualifications / Education	
Complete a Certificate IV in Live Production and Technical Services during the Traineeship	Essential
Knowledge / Skills / Abilities	
Be physically fit with unrestricted ability to lift, bend, stretch and twist.	Essential
Successfully completed Pre-Employment Medical Assessment	Essential
Possess effective reading, writing and listening skills to ensure instructions and standards are understood and implemented.	Essential
Ability to work within a team environment. Work cooperatively with other staff, supervisors/managers and touring organizations.	Essential
Possess a basic understanding of the entertainment industry, its terminology, traditions and protocol.	Desirable
Possess a genuine interest in the arts or entertainment industry	Essential
Experience	
Experience participating within a team	Essential

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Signature of Incumbent:

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Signature of Manager:

Date:.....

Date:.....