

# POSITION DESCRIPTION

The logo for Geelong Arts Centre is a dark blue shape resembling a stylized 'G' or a semi-circle with a rectangular tail. The text 'geelong arts centre' is written in white, lowercase, sans-serif font inside the top part of the shape.

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## POSITION DETAILS

Position	<b>Head of Audio</b>
Department	Technical Services Team in the Presenter and Production Services Portfolio
Agreement	<a href="#">Geelong Arts Centre Enterprise Agreement 2021-2024</a> and its successors
Award classification	LPA Level 13 \$70,000 pa base salary plus 10.5% superannuation Generous over-time penalties apply
Terms of engagement	2-year fixed term in a full time (1.0 FTE) capacity, with prospect to convert to a continuing appointment.
Work location	Geelong Arts Centre, 81 Ryrie Street, Geelong Administration Office, 22 Malop Street, Geelong Costa Hall, Deakin University, Waterfront Campus, Geelong
Date reviewed	January 2023
Approved by	Chief Executive Officer

## ABOUT GEELONG ARTS CENTRE

[Geelong Arts Centre](#) is the only State Government owned cultural institution located outside of Melbourne, our vision is as a leader connector and creator of extraordinary cultural experiences for local and global communities.

The Geelong Arts Centre is a gathering place for all – a place that boldly offers insights through performance, holds space for public conversation, supports creative experimentation and content development, and is a venue to connect, meet as a community and share a passion for the arts and creativity. It is the creative heart of Geelong.

## OUR PEOPLE

Our people are focused on creating a diverse and bold arts community that embraces and values differences. We value the variety of unique experiences, qualities, and characteristics our people possess, and we share and learn from each other.

Our highly collaborative team of dedicated achievers aim to ensure the business is continually growing, striving for exceptional results for both our internal and external stakeholders, displaying flexibility, resilience and embracing change.

To be successful at Geelong Arts Centre you will embrace and live the values expressed in the Centre's [Strategic Plan](#).

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## OUR VALUES

- Bold** We embrace the freedom to challenge the boundaries of our work.
- Welcoming** Our smile celebrates inclusiveness and a shared passion for creativity.
- Connected** We are proactive in connecting to and engagement with the arts and wider communities, reaching out and facilitating exchange of ideas.
- Ensemble** Our team seeks to work 'as one', respecting and valuing the role and contribution of all.

You will be a person who is ambitious for Geelong Arts Centre's success and optimistic about its future.

## RELATIONSHIPS

- Reports to:** Technical Operations Manager
- Supervises:** The role includes supervisory responsibilities overseeing the day-to-day prioritisation and coordination of workloads within the Technical Services team.
- Internal Relationships:** Production Coordinator, Supervising technicians, casual technicians, colleagues in the Presenter Services team, Programming team, ICT Services team, and the Facilities team.
- External Relationship:** Visiting companies including professional, community groups and all users of Geelong Arts Centre. Performers and production personnel. External contractors, suppliers and associated third parties (as required). Deakin University staff regarding Costa Hall.

## POSITION OVERVIEW

The Head of Audio leads the delivery of high-quality audio technical production services within all Geelong Arts Centre venue and performance spaces. This role provides specialist technical expertise to support venue hirers to deliver high-quality live events and performances.

This position coordinates the conservation of the Centre's audio assets including systems and equipment servicing, maintenance scheduling, operating information, and storage and retrieval to ensure audio equipment is operational and ready for service.

The Head of Audio leads the day-to-day operations and supports the development and performance of the audio team. Additionally, this position provides supervision of the broader technical team and operates sound equipment for pre-production, rigging, rehearsal, performances, recordings, and de-rigging of shows and events in line with budgeted schedules.

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## RESPONSIBILITIES

### People

- Manage, mentor and coach our audio technicians to foster a strong ethic of service delivery, team performance and collaboration.
- Assist in coordinating the day-to-day operations of the technical team including shift rostering, task assignment, new staff inductions, training, recruitment, and performance review.
- Collaborate to provide technical support, guidance, and advice to the Geelong Arts Centre's internal and external stakeholders in the delivery of live events.
- Act as a Supervising Technician when working in show mode, ensuring compliance with Centre operating procedures, standards, policies, and OH&S requirements.
- Design, plan and deliver training for technical staff relating to audio and the use of equipment.
- Lead by example in living the Centre's values-in-action and modelling best practise to develop and motivate team members. Coach and mentor to manage performance.

### Technical Services

- Provide specialist pre-production technical expertise, production and operational information and advice to hirers relating to audio services and the operation of audio equipment.
- Safely operate and set up audio and sound equipment for live events. The nature of this work may require working from heights and ability to lift and carry technical equipment.
- Develop, implement and evaluate risk management systems, Safe Work Method Statements and safe working practices for event planning and delivery.
- Identify and problem solve audio technical faults.
- Draw, interpret and create documentation such as schematics, input lists and stage plots.
- Maintain knowledge and awareness of new audio technology and provide advice and continuous improvement recommendations to the Technical Operations Manager.
- Contribute to the planning, delivery, set-up, and operation of production equipment, including audio, technical networks, staging, furniture and instruments for a variety of shows and events.

### Equipment and Assets

- Coordinate the audio equipment maintenance program, including completion of regulatory documents and asset replacement planning.
- Coordinate, conduct and supervise inventory checks, risk assessments and site inductions of audio equipment.
- Work with the Head of Lighting and Vision to implement a maintenance schedule for audio-visual equipment.

Undertake other duties or projects as reasonably requested.

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## SELECTION CRITERIA

- Minimum 3 years' experience as an audio technician (preferably working in the entertainment or live performance industry)
- Tertiary qualification in Live Performance or relevant field desirable
- Experience leading a team of audio technicians in a large-scale theatre or similar live performance venue.
- Industry-leading expertise of sound equipment used in live performance, and experience applying this knowledge to successfully achieve and create specific sound and artistic effects.
- Proven contribution to the overall professional effect of productions and experiences and applying this knowledge for different situations, venues, and performance scenarios.
- Highly developed stakeholder engagement skills, with a positive diplomatic approach. You must have a flexible working style, and the ability to establish productive working relationships with a variety of people.
- Availability to work outside of normal business hours including evening, late nights and weekend work will be required as part of the normal hours of duty.
- Current Driver's Licence
- Working with Children Check

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## CAPABILITIES

<b>Communicating with influence:</b>	Engages and energises others through confident and persuasive communication; tailors communication style and message according to audience needs.
<b>Service culture:</b>	A people first attitude; considers others' perspectives in making decisions and providing consistent quality advice and service; offers solutions and strategies that best serve the stakeholder's needs.
<b>Digital literacy:</b>	Promotes technical solutions to modernise work practices, ensuring alignment with business requirements and contemporary digital landscape; actively grows capability in digital communication and technology literacy.
<b>Leading teams:</b>	Leads with values-in-action, integrity and emotional intelligence to support, develop, motivate, and guide the team to achieve successful outcomes, feel valued and wanting to do their best.
<b>Planning and organising:</b>	Plans, analyses and co-ordinates the delivery of projects / assignments while balancing priorities and resources; continually evaluates progress and re-prioritises work based on changing needs
<b>Consulting and advice:</b>	Interprets needs and offers pragmatic and valued advice; ensures solutions are leading practice and sustainable; supports the achievement of outcomes for stakeholders.
<b>Collaboration:</b>	Proactively supports working together, shares ideas and provides constructive feedback; respects and values others; encourages camaraderie, cohesiveness and connectedness.

## INSTRUCTION TO APPLICANTS

To apply for this role please use the '[Careers](#)' page of our website. To be considered for this opportunity, candidates must address the **Selection Criteria and Capabilities** requirements and follow the instructions on the Centre's website.