



## CITY OF ALBANY POSITION DESCRIPTION TECHNICAL OFFICER – ARTS AND CULTURE

### 1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance. We will commit to a culture of continuous improvement.
- **Accountable:** for our actions - This means we will be transparent in our decision making. We will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

### 2. POSITION IDENTIFICATION

<b>TITLE:</b> Technical Officer - Arts and Culture	<pre>graph TD; Manager[Manager Arts and Culture] --&gt; Coordinator[Technical Coordinator]; Coordinator --&gt; Officer[Technical Officer - Arts and Culture];</pre>
<b>LEVEL:</b> Level 4, City of Albany Industrial Agreement 2023	
<b>DIRECTORATE:</b> Community Services	
<b>REPORTS TO:</b> Technical Coordinator – Arts and Culture <b>RESPONSIBLE FOR:</b> Nil	

### 3. POSITION OBJECTIVE

To work in a technical assistance position within the City of Albany to assist with high quality technical management and support for Albany Town Hall Events and Performances. Key position objectives include:

- Assist with the provision of technical services for the Town Hall Auditorium program; including operation of house sound, video & lighting system in conjunction with clients to required standard for each event.

- Assist with the service, maintenance and testing of Albany Town Hall sound, video & lighting system and provide advice and support on system requirements and functionality.
- Assist in the development, planning and implementation of community art projects, workshops, public programs and events with a focus on local artists, performing arts and music; and
- Working in a creative team to ensure successful outcomes for Arts & Culture activities.

#### **4. KEY RESPONSIBILITIES**

##### **Albany Town Hall Auditorium**

- Assist with the provision of technical services for the Town Hall Auditorium program, including operation of house sound, video & lighting system in conjunction with clients to required standard for each event
  - Hire in additional equipment as directed
- In conjunction with the Technical Coordinator, facilitate and oversee all hirer/client enquiries on technical requirements.
- Liaise with general house and event management staff to ensure smooth running of all events and programs.
- Service, maintain and test Albany Town Hall sound, video & lighting systems.
  - Provide advice and support on system requirements and functionality
  - Assist with providing and updating technical documentation.
- Assist in the development and delivery of the Town Hall Auditorium program, to include a mix of community hire, local and touring performing arts presentation, civic and cultural events.
- Work with the Arts and Culture Team to support and develop multi-artform projects and public programs at the Albany Town Hall.

##### **Leadership/Supervision**

- Assume higher duties to act as Duty Technician as required.
- Supervise technical team when performing Duty Technician role

##### **Special Projects**

- Contribute to broader arts and cultural programming projects and initiatives.
- Contribute to community arts and cultural program content of City events where required.
- Contribute to cross-functional teams and working groups.
- Research and analyse projects as designated.
- Provide special project support as designated.
- Ensure adequate provision of information and professional advice to internal and external stakeholders on community arts projects, programmes, services and resources.

##### **Administration and Marketing**

- Undertake appropriate record keeping, utilising the City's electronic records management system.
- Assist with relevant market research and analysis.

##### **Customer Service**

- Perform open/close procedures for the Albany Town Hall and Vancouver Arts Centre when required.
- Liaise and consult with relevant stakeholders and customers, internally and externally, on service, programs and activities.
- Strive for continuous improvement in the workplace and excellence in customer service.
- Other duties as reasonably requested.

## **Work Health and Safety**

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that are within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

## **5. REQUIREMENTS OF THE JOB**

### **Skills**

- Model appropriate behaviour in line with City of Albany Code of Conduct.
- Demonstrate excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Relate very well with others, listens, understands and adapts to different audiences.
- Well-developed organisation and time management skills.
- Developed financial administration skills.
- Sound computer skills with developed knowledge of the Microsoft Office suite (especially Word, Excel and Outlook).
- Demonstrated understanding of the technical and production requirements associated with multi-art form projects and events.
- Demonstrated understanding of community arts and cultural development principles and practices.
- Demonstrated experience in marketing and promotions and the use of online tools for digital communication.
- An understanding of evaluation procedures including data gathering and statistics.

### **Knowledge**

- Extensive knowledge of the arts sector with high level understanding across multi-art forms.
- Sound understanding of cultural policy development and implementation processes.
- Well-developed understanding of project management principles (including event or cultural program delivery).
- Sound knowledge of office management systems and processes.
- Sound knowledge in all aspects of theatre production (desirable).

### **Experience and Qualifications**

- Experience in some aspects of theatre production.
- Experience in the operation of house sound, video & lighting systems.
- Experience working as part of a cohesive, high functioning team.
- Extensive networks within the community arts & cultural development sectors.
- Possession of Working at Heights Certification, Elevating Work Platform (EWP) and Rigger's Tickets and White Card or willingness to undertake such training upon appointment.
- 'C' Class Drivers Licence.
- National Criminal History Check.
- Experience providing supervision and guidance to staff (desirable).
- Experience working with or within Local Government (desirable).
- Tertiary qualification or relevant experience in theatre production/technical services or related discipline (desirable).

**6. CERTIFICATION**

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
*(Please print)*

DATE: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
*(Manager or above) (Please print)*

DATE: \_\_\_\_\_