# **Position Description**

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| **Position Title** | Technical Assistant HEART |
| **Directorate** | Sustainable Economy & Communities |
| **Level** | Level 4 |
| **Reports to** | Technical Supervisor HEART |
| **Primary Location** | HEART |
| **Delegation** | Not applicable |

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| **Position Overview** |

Primary functions of the position are to:

* + - Undertakes technical production service delivery for all meetings, incentives, conferences, festivals, exhibitions and events held at the MR Heart including venue hires, theatre, cinema and special events.
    - Liaise with stakeholders, event managers, venue hirers, musicians, artists and touring production personnel to determine event requests, specifics and documents appropriate for the technical equipment and service delivery requirements for all events.
    - Maintains Technical Systems that require specialised use of audio/visual equipment, lighting and associated hardware and software.

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| **Position Responsibilities** | | |

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| Key functions | Specific duties | % Time |
| **Technical Services and Venue Hire** | * Set up, Install, operate and maintain specialised equipment for corporate and community events. * Provide excellent equipment services to meet client expectations. * Perform equipment installation, storage and transportation activities in safe and secure manner. * Assist with inventory management of equipment, cabling and accessories, storage and relocation. * Conduct preliminary and routine inspections to identify and resolve equipment malfunctions and perform service and repairs where necessary * Prioritize and complete work orders accurately and timely. * Assist with uploading and pre-testing of cinema content via digital cinema protocol and programming cinema sessions, ensuring key delivery method or encryption keys validation as scheduled. * Operate Cinema Projection System. * In conjunction with HEART staff ensure external hirers are fully briefed on the safe use of the theatres / performance’s spaces. * Maintain effective recordkeeping for technical services. | 90% |
| **Administration** | * Provide support to the Department Leads and Technical & Production Manager for day-to- day management and administration of the HEART’s Technical Services. * Assist with projects and contracts in Technical Services. * Contribute to Technical Services OSH systems | 10% |
| **Emergency Recovery** | * Assist with emergency evacuation responses within the HEART | As required |

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| **Position Requirements** |

**Essential**

* Demonstrated experience and/or qualifications in set-up and operation of audio visual systems, lighting systems or staging and fly systems for performing arts, conference and business events.
* Knowledge of and ability to contribute and interrelate effectively within a team.
* Experience operating technical assets, with a willingness and ability to learn and adapt as new technologies are introduced and implemented within operations.
* Excellent interpersonal skills, able to communicate clearly and consistently with all theatre and event space users, especially non-technical users and to work autonomously.
* Highly organized with experience in meeting deadlines and managing conflicting priorities
* Possess a current Western Australia “C” Class Drivers Licence.
* Has working knowledge of computers and software especially Microsoft PowerPoint, experience with digital audio, lighting and automation consoles
* Experience in the setup, rigging and operation of a range of audio visual and lighting equipment

**Desirable**

* Knowledge and understanding of government policy and processes.
* Senior First Aid Certificate
* Working Safely at Heights RIIWHS204D (Nationally Recognised Certification)
* Possess a current Riggers Licence
* Ability to operate and maintain specialist theatre and cinema equipment - digital cinema, stage fly systems, digital audio and lighting consoles, and intelligent lighting

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| **Key Relationships** | |
| **Internal** | **External** |
| CEO and Directors  Shire Managers  Shire President  Councillors  Shire Officers | Community Associations  Consultants and other professionals  Public Utilities and Authorities  Technical Services Industry leaders and groups |

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| **Our Values - The Way We Do Things** |

Respect Integrity Community Excellence

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| **Acknowledgement** | | |
| Incumbent Name | Signature | Date |
| Reporting Officer Position & Name | Signature | Date |