



# ROLE STATEMENT

<b>THE POSITION:</b>		<b>AUDIOVISUAL EVENT TECHNICIAN</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	/ VPS 2.1	
<b>REPORTS TO:</b>	Event AV and Client Operations Manager	
<b>WORK UNIT:</b>	<b>Multimedia</b>	
<b>ORGANISATION:</b>	National Gallery of Victoria	
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004	
<b>DATE OF REVIEW</b>	July 2016	
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.	
<b>PRIMARY FOCUS OF THE POSITION:</b>	The focus of this position is to provide audiovisual services for multimedia production projects, exhibitions, events and programs at the NGV.	
<b>1. ACCOUNTABILITIES (DUTIES):</b>	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> <li>1. Under direction perform installation, configuration, operation and pack down of technical systems and equipment in NGV event spaces and theatres. Ensure the highest level of technical production and customer service is achieved for all events and programs large and small.</li> <li>2. Liaise with Event and Program coordinators with regard to the technical requirements of event running orders, ensuring all technical systems are fully set and tested prior to start time, and that the details and timing of running orders and technical cues are understood. Provide technical direction where necessary.</li> <li>3. Assist with the technical aspects of audiovisual and multimedia content production projects, including field recording, filming and camera operation, sound and video recording and editing, post production and display integration.</li> <li>4. Assist in the installation and maintenance of audiovisual display systems, multimedia computer networks, and content delivery systems in public and exhibition spaces throughout the NGV.</li> <li>5. Participate and contribute to organisational programs and initiatives and ensure compliance with OH&amp;S and Risk Management activities and requirements.</li> <li>6. Ensure that records are created and managed according to the Records Management policy and procedures.</li> <li>7. Contribute to departmental and team goals and participate in organisational initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders).</li> <li>8. Participate in and support organisational change initiatives and model NGV values and behaviours.</li> </ol>	



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<p><b>2. THE PERSON – KEY SELECTION CRITERIA</b></p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"><li>1. Demonstrated experience in a technical role in the audiovisual industry, and knowledge and expertise in a broad range of technical and audiovisual event production systems, or specialty in areas such as:<ul style="list-style-type: none"><li>• Live Sound mixing, engineering and sound system setup and configuration.</li><li>• Lighting programming and operation</li><li>• Live Vision mixing and operation, and digital projection configuration</li><li>• Live Camera Operation and video editing</li><li>• Show calling, production and stage management,</li><li>• Audiovisual installation</li><li>• Technical operation in theatres</li><li>• Rigging</li></ul></li><li>2. <u>Drive and commitment:</u> enthusiastic and committed, demonstrates capacity for sustained effort and hard work, accepts changed priorities without undue discomfort, perseveres to achieve goals, even in the face of obstacles, remains clam and in control under pressure and takes responsibility for own actions. Adaptable and flexible, especially in relation to availability during business hours, after hours and on weekends.</li><li>3. <u>Communication:</u> clearly explains information and listens to feedback, speaks clearly and concisely and keeps people interested when speaking, uses a polite and considerate manner when dealing with others, prepares basic emails and reports using clear, concise and grammatically correct language, organises information in a logical sequence and includes content appropriate for the purpose of the audience.</li><li>4. <u>Advanced computer skills:</u> management of OSX and Windows computers, show control and automation systems, data and networking, and media delivery systems.</li><li>5. <u>Service excellence:</u> aims to exceed targets, strives to deliver outcomes in a timely manner, looks for new or more precise ways of meeting goals set by others and maintains quality in the face of time pressure.</li><li>6. <u>Problem Solving:</u> seeks information needed to solve problems, identifies and proposes practical solutions to problems and implements and adjusts solutions when endorsed by manager.</li><li>7. <u>Relationship building and teamwork:</u> establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communication, minimises surprises, collaborates and shares information and cooperates and works well with others in the pursuit of team goals.</li></ol>
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<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Prior experience and knowledge of multimedia and artwork display integration in an art gallery or museum environment an advantage.</li> <li>• Knowledge of audiovisual post production techniques and workflows, such as video editing, colour grading and motion graphics.</li> <li>• Knowledge of web, mobile and interactive production and programming an advantage.</li> <li>• Knowledge of electronics and electronic repair.</li> <li>• Riggers licence and relevant experience in rigging and installation of large/heavy audio visual hardware an advantage.</li> <li>• An elevated work platform licence would be advantageous but not essential as training will be provided.</li> <li>• Knowledge of relevant OH&amp;S practices</li> </ul>
<p><b>4. KEY RELATIONSHIPS</b></p>	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p> <ul style="list-style-type: none"> <li>• Directorate, Exhibition Management, Public Programs, Events, Assets and Facilities, Information Services, Exhibition Design and Education.</li> </ul>
<p><b>5. OTHER RELEVANT INFORMATION</b></p>	<ul style="list-style-type: none"> <li>• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.</li> <li>• Hours of duty will be according to work unit requirements.</li> <li>• All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are required to undergo Human Resources and Risk, Safety, Security &amp; Environment Inductions.</li> <li>• It is the employee's responsibility to familiarise themselves with, understand and adhere to NGV's Policies and Procedures as varied from time to time.</li> <li>• The NGV requires all employees to have an understanding of its Risk Management Framework.</li> <li>• Conditions of employment are pursuant to the NGV's Enterprise Agreement.</li> <li>• All new appointments are subject to a three month probationary period which may be subject to review.</li> </ul>
<p><b>6. ABOUT THE ROLE STATEMENT</b></p>	<p>As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to represent the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.</p>



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<b>7. EMPLOYEE ACCEPTANCE</b>	Signature: _____ Name: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Signature: _____ Name: _____ Date: _____