



ROLE STATEMENT

THE POSITION:		SENIOR AUDIOVISUAL EVENT TECHNICIAN
POSITION NUMBER/CLASSIFICATION:	TBC / VPS 3.1	
REPORTS TO:	Event AV and Client Operations Manager	
WORK UNIT:	Multimedia	
ORGANISATION:	National Gallery of Victoria	
LOCATION:	180 St Kilda Rd, Melbourne 3004	
DATE OF REVIEW	July 2016	
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	To oversee the coordination of audiovisual production requirements for events and programs in NGV event spaces.	
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Oversee the coordination of technical requirements for NGV events and programs, including the specification, installation, configuration, operation and pack down of technical systems and equipment in NGV event spaces. Ensure the highest level of technical production and customer service is achieved for all events large and small. 2. Liaise with Event staff and external clients 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 and met by other technical staff. 3. Supervise technical staff and contractors to ensure correct and efficient installation, rigging and handling of technical equipment. Ensure all equipment is configured and maintained for optimum performance and quality and well organised at all times. 4. Assist in audiovisual installation, configuration and maintenance of technical systems in public and exhibition spaces throughout the NGV. 5. Assist with the technical aspects of audiovisual and multimedia content production projects. 6. Provide training and mentoring to technical staff, and ensure technical knowledge is shared and developed within the department. 7. Ensure NGV policies, procedures and occupational health and safety regulations are adhered to by technical staff, contractors and clients at all times. 8. Participate and contribute to organisational programs and initiatives and ensure compliance with OH&S and Risk Management activities and requirements. 	



ROLE STATEMENT

	<p>9. 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).</p>
<p>2. THE PERSON – KEY SELECTION CRITERIA</p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. Extensive experience in a senior technical role in the events industry, and wide knowledge and expertise in all areas of technical and audiovisual event production and staging. Coupled with proven experience in audiovisual operations management, technical direction, staff supervision and training, and team leadership in the events industry. Experience in coordinating and scheduling of technical staff and contractors. 2. Detailed knowledge and experience in specification, configuration, installation and operation of Audio Visual systems, in particular high end sound systems, digital audio consoles, live sound mixing, digital projection, lighting, vision mixing, live video, and broadcast. 3. <u>Communication</u>: confidently conveys ideas and information in a clear and interesting way, understands and meets the needs of target audiences, welcomes constructive feedback, prepares emails and reports using clear, concise and grammatically correct language, ensures that all written communications contain the necessary information to achieve their purpose and uses appropriate styles and formats. 4. <u>Advanced computer skills</u>: management of OSX and Windows computers, control and automation systems, data and networking, and media delivery systems. 5. <u>Service excellence</u>: constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same, takes responsibility for correcting problems promptly without becoming defensive, makes specific changes in work methods to improve outcomes, quality and timeliness of service and monitors client and stakeholder satisfaction. 6. <u>Problem solving</u>: seeks all relevant information for problem-solving, investigates and probes for the facts, liaises with stakeholders, analyses the information from different perspectives and draws sound inferences from information available and identifies and proposes workable solutions to problems. 7. <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. 8. <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.



ROLE STATEMENT

3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none">• Prior experience and knowledge of multimedia and artwork display integration in an art gallery or museum environment an advantage.• Riggers licence and relevant experience in rigging and installation of large/heavy audio visual hardware an advantage.• An elevated work platform licence would be advantageous.• Knowledge of relevant OH&S practices.
4. KEY RELATIONSHIPS	<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">• Public Programs, Events, Education, Assets and Facilities, Exhibitions and Collections Operations and Exhibition Design.
5. OTHER RELEVANT INFORMATION	<ul style="list-style-type: none">• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.• Hours of duty will be according to work unit requirements.• 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 & Environment Inductions.• 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.• The NGV requires all employees to have an understanding of its Risk Management Framework.• Conditions of employment are pursuant to the NGV's Enterprise Agreement.• All new appointments are subject to a three month probationary period which may be subject to review.
6. ABOUT THE ROLE STATEMENT	<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>
7. EMPLOYEE ACCEPTANCE	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>



ROLE STATEMENT

8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____
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