## **ROLE STATEMENT**



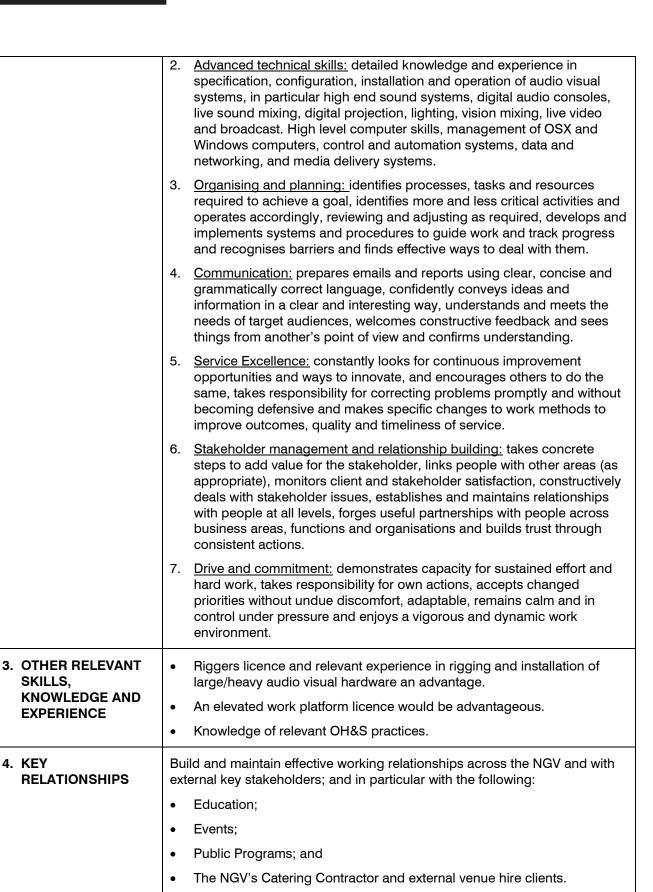
THE POSITION:		EVENT AV PRODUCTION COORDINATOR
POSITION NUMBER/CLASSIFICATION:		6994 / VPS 3.1
REPORTS TO:		Event AV Operations Manager
WORK UNIT:		Multimedia
ORGANISATION:		National Gallery of Victoria
LOCATION:		180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW		August 2019
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	This position is responsible for assisting the Event AV Operations Manager to coordinate the audiovisual requirements for programs and events for internal and external clients at NGV.	
1. ACCOUNTABILITIES (DUTIES):	1. In consultate negotiate with regard to NGV event supervision.  2. In consultate technical reassisting with installation systems at any operation and operation and operation and systems.  3. Process in and operation and ope	primary focus of the position the incumbent will typically: ation with the Event AV Operations Manager, liaise and with internal stakeholders and the NGV's Catering Contractor of audiovisual requirements for events and programs within at venues. Liaise and negotiate with Venue Hire clients, under on.  ation with the Event AV Operations Manager, coordinate equirements for NGV events and programs, including with rostering of technical event staff, specifications, as, configurations, operation and pack down of technical and equipment in NGV spaces.  voices, track and confirm payments, and maintain financial tional records, ensuring that records are created and according to the Records Management policy and procedures. The property of the policy and procedures and technical running orders for events.  NGV departments for intra departmental operational & requirements including OH&S, SWMS and work permits.  To departmental and team goals and participate and support onal change initiatives and activities as required, modelling as and behaviours (including ensuring a safe and healthy and for colleagues, visitors and stakeholders).
2. THE PERSON – KEY SELECTION CRITERIA	Extensive of knowledge production audiovisus	experience in technical roles in the events industry, and wide and expertise in all areas of technical and audiovisual event in, client management and staging. Proven experience in all production management, technical direction, staff and/or ervision, and team leadership in the events industry.

### ROLE STATEMENT

SKILLS.

4. KEY

**EXPERIENCE** 



# N G V

## **ROLE STATEMENT**

5. OTHER RELEVANT INFORMATION	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.		
	<ul> <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> </ul>		
	• In line with the Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015, the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.		
	<ul> <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> </ul>		
	<ul> <li>Conditions of employment are pursuant to the NGV's Enterprise Agreement.</li> </ul>		
	<ul> <li>All new appointments are subject to a three month probationary period which may be subject to review.</li> </ul>		
6. ABOUT THE ROLE STATEMENT	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.		
7. EMPLOYEE ACCEPTANCE	Signature:		
	Name: Date:		
8. MANAGER AUTHORISATION	Signature:		
	Name: Date:		