



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):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. In consultation with the Event AV Operations Manager, liaise and negotiate with internal stakeholders and the NGV's Catering Contractor in regard to audiovisual requirements for events and programs within NGV event venues. Liaise and negotiate with Venue Hire clients, under supervision. 2. In consultation with the Event AV Operations Manager, coordinate technical requirements for NGV events and programs, including assisting with rostering of technical event staff, specifications, installations, configurations, operation and pack down of technical systems and equipment in NGV spaces. 3. Process invoices, track and confirm payments, and maintain financial and operational records, ensuring that records are created and managed according to the Records Management policy and procedures. 4. Prepare show presentation files and develop technical production drawings and technical running orders for events. 5. Liaise with NGV departments for intra departmental operational & logistics requirements including OH&S, SWMS and work permits. 6. Contribute to departmental and team goals and participate and support organisational change initiatives and activities as required, modelling NGV values and behaviours (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders).
2. THE PERSON – KEY SELECTION CRITERIA	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. Extensive experience in technical roles in the events industry, and wide knowledge and expertise in all areas of technical and audiovisual event production, client management and staging. Proven experience in audiovisual production management, technical direction, staff and/or venue supervision, and team leadership in the events industry.



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	<ol style="list-style-type: none"> 2. <u>Advanced technical skills:</u> 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. High level computer skills, management of OSX and Windows computers, control and automation systems, data and networking, and media delivery systems. 3. <u>Organising and planning:</u> identifies processes, tasks and resources required to achieve a goal, identifies more and less critical activities and operates accordingly, reviewing and adjusting as required, develops and implements systems and procedures to guide work and track progress and recognises barriers and finds effective ways to deal with them. 4. <u>Communication:</u> prepares emails and reports using clear, concise and grammatically correct language, confidently conveys ideas and information in a clear and interesting way, understands and meets the needs of target audiences, welcomes constructive feedback and sees things from another's point of view and confirms understanding. 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 and without becoming defensive and makes specific changes to work methods to improve outcomes, quality and timeliness of service. 6. <u>Stakeholder management and relationship building:</u> takes concrete steps to add value for the stakeholder, links people with other areas (as appropriate), monitors client and stakeholder satisfaction, constructively deals with stakeholder issues, establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations and builds trust through consistent actions. 7. <u>Drive and commitment:</u> demonstrates capacity for sustained effort and hard work, takes responsibility for own actions, accepts changed priorities without undue discomfort, adaptable, remains calm and in control under pressure and enjoys a vigorous and dynamic work environment.
<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • 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.
<p>4. KEY RELATIONSHIPS</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"> • Education; • Events; • Public Programs; and • The NGV's Catering Contractor and external venue hire clients.



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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.• In line with the <i>Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015</i>, the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.• 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.• 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	Signature: _____ Name: _____ Date: _____
8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____