

Position Title:	Technician: Student Theatre
Division:	Arts & Culture – Union House Theatre
Employment Status:	FTE.1 equivalent to 36 weeks annually
Classification Level:	PL4
Reports to:	Production Coordinator, Union House Theatre
Reported to by:	Nil
Incumbent:	New Position
Date Effective:	February 2025

The University of Melbourne Student Union Inc (UMSU)

The University of Melbourne Student Union Inc (UMSU) is a dynamic, for-purpose incorporated association, serving as the representative body for all students at the University of Melbourne. Structured around student control of student affairs, UMSU is governed by an elected Students' Council and twelve committees, chosen by and from the student body.

Located in the heart of the University of Melbourne's award-winning student precinct, UMSU is a vibrant, creative, and diverse social justice organization committed to representing and supporting University of Melbourne students. Our offerings include an arts and culture program for emerging student artists in a state-of-the-art theatre, a professional art gallery, and the iconic Rowden White Library. We host events co-designed by students supported by professional staff, and publish multiple student-led publications, including Farrago. Beyond that, UMSU runs a food relief program, oversees volunteer programs, and supports over 200 affiliated student clubs.

Our commitment extends beyond engagement to essential support services, including a food relief program, volunteer opportunities, and a free legal and advocacy service for students. Each of our dedicated student departments, committees, and collectives play a pivotal role in shaping the university experience.

UMSU's overarching goal is to enhance student life at the University of Melbourne. We achieve this by elevating and representing student voices through purposeful engagement and advocacy,

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offering exceptional programs, services, and opportunities that promote inclusivity and accessibility.

UMSU staff are organized within five Divisions:

- Advocacy & Legal
- Arts & Culture
- Communications, Marketing and Events
- People & Community
- Office of the Chief Executive Officer

Each division is supported by a Student Advisory Group that is comprised of elected student representatives and designed to support ongoing collaboration between UMSU staff and elected student representatives. Student Advisory Groups provide feedback and advice from a student perspective to enhance participation in UMSU operated programs and services.

The UMSU Constitution establishes that we will:

1. advance the welfare and interests of students;
2. represent students of the University within the University and to the community;
3. provide amenities and services, principally for students and other members of the University community, and incidentally to the public.
4. provide an independent framework for student social and political activity;
5. develop, maintain, and support student clubs, societies and associational life generally;
6. promote and defend the rights of students to education on the basis of equality, without regard to race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political religious, or ideological conviction, or national or social origin;
7. oppose violence and/or hatred through militarism, nationalism, or discrimination on the basis of race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, religion, or national or social origin;
8. provide a democratic and transparent forum in which students' affairs and interests can be governed in an effective and accountable manner; and
9. To promote free and accessible government-funded education.

To support these objectives UMSU staff observe the following values:

- Student Led and Focussed
- Inclusive and Connected
- Effective and Engaged
- Accountable, Transparent and Responsive

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Divisional Overview

The Arts & Culture Division contains the following departments:

- Arts Programs
- AVMelbourne
- Rowden White Library
- Union House Theatre (student theatre)

The Division overall is responsible for facilitating student participation and engagement in student-lead artistic activities, for working with elected student representatives to provide artistic and cultural programs that support the objectives of UMSU, and the operation of services that support students on campus. The activities and services provided by the Arts and Culture Division are integrated and collaborative, and responsive to the needs of student. The Division seeks to maximise opportunities for student participation and engagement.

Position Summary:

The Student Theatre Technician plays a key function in the rollout of the student theatre season at UMSU. The position will assist with student theatre bump ins and will be responsible for the provision of technical and learning support for this program, along with event coordination for Union House Theatre (UHT) activities and workshops. This includes the setup, support and operation of sound, stage lighting and fly equipment and liaising with in-house /external providers where hire and purchasing of equipment is required.

The Student Theatre Technician is a member of a collaborative working environment with Union House Theatre under the general direction of the Production Coordinator. They will support students with enquiries and learning via workshops and practical training in the theatre environment. The incumbent maintains UHT owned equipment to ensure that the student theatre season operates effectively and contributes to a safe work environment and risk management systems for staff and students.

As an organisation providing student-facing services and events, an inherent requirement of this role is the ability to work in person and on site and after hours as required. The position will require manual handling of equipment. UMSU staff employment conditions are covered by the *University of Melbourne Student Union Agreement 2017-2021*.

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Key Accountabilities

Theatre Systems

- Participate in, and lead where necessary the bump-in and bump-out of productions and events in the Performing Arts venues ensuring OH&S compliance;
- Support the set up and operation of sound, lighting and fly equipment and the construction of all staging, scenery, and equipment during all stages of theatre production;
- Provide advice on technical equipment and capital requirements;
- Conduct inventory checks of equipment and consumable stock;
- Implement processes and procedures to ensure correct and safe use of, and the security of, UMSU's theatre equipment;
- Ensure all of Union House Theatre's equipment are in good working order, performing repairs and reports as required;
- Provide technical support and advice in relation to lighting, sound and set design for Union House Theatre productions and Student Theatre Group productions as required, and
- Co-ordinate technical aspects of Union House Theatre's and Student Theatre Group productions.

Client support and service provision

- Provide excellent customer service to key stakeholders, which promotes a positive image of UHT, and supports and encourages student use of the venues;
- Assist student groups to achieve optimum satisfaction levels for their performances and the audience;
- Provide event coordination and workshop support outside of the theatre venues;
- Support risk management for student theatre group productions and compliance processes for affiliation and,
- Positively contribute to future planning of student theatre programs.

Information and Training

- Provide advice on technical production to students and affiliated performing arts groups;
- Deliver training in the Union House Theatre's workshop program;
- Assist in fostering the active involvement of students and a culture of student led activities in technical theatre production;
- Participate in the induction of Student Theatre Groups ensuring OH&S requirements and safe work practices are always maintained and,
- Liaise with contracted designers, stage carpenter, production staff and casuals for Union House Theatre projects.

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Level of Supervision and Typical Activities

- Work with general direction and will undertake stand-alone work during the Student Theatre Season
- Oversee student theatre bump ins and will be responsible for the provision of technical and learning support for this program, this includes the setup, support and operation of sound, stage lighting and fly equipment.
- Apply theoretical knowledge and techniques to a range of procedures and tasks associated with the Performing Arts venues including BOH.
- Perform tasks proficiently and demonstrate the use of Lighting and Sound equipment and prepare reports of a technical nature as required.
- Supervision and rostering a small pool of theatre casuals

Health, Safety and Environmental Responsibilities of Staff

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. OHS responsibilities applicable to positions are published at: [OHS Roles and Responsibilities](#). Flexibility to work remotely must be negotiated with a line manager, who will consider any legislative requirements, safety, the organisation's objectives, ways of working, impacts on other staff and student representatives, and the inherent requirements of the role.

All staff are required to understand and comply with the organisation's policies and procedures, including, but not limited to: the Acceptable Conduct Policy, Child Safety Policy, Occupational Health and Safety Policy, Privacy Policy, Financial Regulations, Social Media Publishing Policy, Publishing Regulations, and University of Melbourne's Provision and Acceptable Use of IT Policy.

Selection Criteria

Essential Skills and Qualifications:

- Diploma / Certificate in Live production or technical services or relevant work history.
- Knowledge across all technical theatre departments with proficiency in at least one of the following: Lighting, AV, Sound or Staging.
- Experience with operating modern theatre and event systems, including knowledge and practical experience in design.
- A high level of knowledge and experience in the rigging of theatre lighting.
- Well-developed organisational, time management, communication, and interpersonal skills.
- Ability to work as part of a team dedicated to excellence in production standards.
- A valid employee Working with Children Check.
- First Aid Certification

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Desirable Skills and Qualifications:

- Elevated Platform training,
- Current Victorian Drivers licence.
- Competency in computer based technical drawing programs, such as Vectorworks and
- Nationally Recognised Test & Tag Certificate.
- Current Riggers certificate.

UMSU is a child safe organisation, located on Wurundjeri country. We value diversity, embrace difference, and nurture a connected, safe, and respectful community. Umsu is a member of the Australian Network for Disability. We are committed to creating and maintaining a diverse, inclusive, and safe work environment.

First Nations' people, people of all ages, across all gender spectrums, people with disabilities and culturally and linguistically diverse people are strongly encouraged to apply.

We acknowledge the Traditional Owners of the lands on which we work, and that sovereignty has never been ceded. It always was, and always will be, Aboriginal land.

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