



For the appointment of:

**Theatre Assistant (Union House Theatre)**

UNIVERSITY OF MELBOURNE STUDENT UNION

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UMSU acknowledges the Traditional Owners and Custodians of the lands on which we work and pay our respects to Indigenous Elders past, present and emerging. Sovereignty has never been ceded. It always was and always will be, Aboriginal land.

## POSITION DETAILS

<b>POSITION NUMBER</b>	
<b>POSITION TITLE</b>	Theatre Assistant (UHT)
<b>ORGANISAITON</b>	University of Melbourne Student Union incorporated (UMSU)
<b>DIVISION</b>	Arts & Culture
<b>DEPARTMENT</b>	Union House Theatre
<b>EMPLOYMENT STATUS</b>	CASUAL
<b>CLASSIFICAITON LEVEL</b>	LPA Level 3
<b>REPORTS TO</b>	Union House Theatre staff
<b>REPORTED TO BY</b>	N/A
<b>INCUMBANCY</b>	N/A
<b>DATE EFFECTIVE</b>	July 2024

## INTRODUCTION

### BACKGROUND

**The University of Melbourne Student Union Inc. (UMSU) is an incorporated association and is recognised by the University of Melbourne as the representative body for all students.**

UMSU is governed by an elected Students' Council and twelve committees elected by and from students. UMSU is responsible for a broad range of student representative, student engagement and student support activities.

UMSU operates under the principles of Student Unionism which are broadly defined as student control of student affairs.

UMSU staff are organised within five Divisions:

- Advocacy & Legal;
- Arts & Culture;
- Communications, Marketing & Events
- People & Community; and
- 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 programmes and services.

**The UMSU Constitution establishes that UMSU 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.

## OUR VALUES

In order to support these objectives UMSU staff observe the following values:

### **Student Led and Focussed**

- Be true to our mission of ensuring student control of student affairs.
- Student needs and ambitions remain at the forefront of everything we do and guide the decisions we make.
- We will continue to foster a sense of ownership amongst students and student representatives, to provide them with opportunities to shape the future direction of UMSU.

### **Inclusive and Connected**

- Ensure that services, events and activities are accessible to, and take into account the needs of all students.
- Offer students the capacity to lead and shape enriching experiences that foster a lifelong connection to their communities.
- Providing opportunities for UMSU to engage with all students in some way.

### **Effective and Engaged**

- Seek to influence, and be adaptive to, any changes in the University as they relate to students
- Development of a clear organisation-wide understanding of how we are perceived by students and to understand their needs and priorities
- Be aware of opportunities for internal collaboration to improve responsiveness and service delivery

### **Accountable, Transparent and Responsive**

- Provide an environment and culture in which everyone feels included, supported and respected
- Maintain a positive and supportive organisational culture that is focused on the wellbeing of staff, student representatives and volunteers
- Communicate openly with student representatives, staff and volunteers to ensure that we are providing for their needs.
- A clear and consistent internal operating model to drive service provision

## DIVISIONAL OVERVIEW

The Arts & Culture Division contains the following departments:

- Arts Programs
- AV Melbourne
- 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.

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## POSITION SUMMARY

To assist with the set-up of events and productions in the Performing Arts venues principally the Union and Guild Theatres. Assist with general technical support of theatre events including front of house, general event duties and bar service.

Work closely with theatre volunteers and Student Theatre Groups to ensure induction and support of front of house and usher duties during performance seasons.

### ***Front of House***

- Support the set-up of foyer spaces as required.
- Assist patrons requiring access to the venues.
- Support volunteer ushers and Student Theatre Group FOH managers with duties on performance nights.
- Keep records of audience attendance and maintain liquor licencing, risk management and way finding documentation.
- Support UHT staff to ensure patron adherence to the Liquor License requirements.
- Support with inductions of volunteer ushers into the venue.
- Inspect areas for cleanliness and fit for purpose and report any additional cleaning requirements.
- Assist in pre-planning of FOH paperwork for events.

**Bar and Event Support**

- Oversee bar set up including cleanliness of service area and glassware and electronic payment system for sales.
- Ensure clear display of Liquor Licence documentation and patron adherence to the Liquor License requirements.
- Provide quality customer service.
- Review bar stock and make recommendations to UHT about additional requirements for subsequent evenings.

**Technical and Event Support**

- Support with bump in / bump out, rehearsals, and performances.
- Assist in the operation and set-up of lighting, sound, and stage equipment.
- Liaise with UHT staff and UoM Operations Staff as required/directed.
- Support with event paperwork and administration.

## HEALTH & SAFETY AND ENVIRONMENTAL RESPONSIBILITIES OF STAFF

**GENERAL RESPONSIBILITIES**

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](#). These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Employees.

**AUTHORITY TO ACT**

Executive authority to act is defined in:

- University of Melbourne Statutes and Regulations; and
- Individual position descriptions.

## SELECTION CRITERIA

**ESSENTIAL SKILLS & QUALIFICATIONS**

- Excellent interpersonal, analytical and communication skills, with the ability to show initiative and flexibility.
- Experience with Front of House or Box Office customer service in a theatre environment.
- Experience in event set up or experience in theatre backstage environments.
- Comprehensive knowledge of safe work practices

DESIRABLE SKILLS & QUALIFICATIONS

- Service of alcohol in a bar or event setting
- Demonstrated skill in use of tools and equipment associated with a theatre / event space.
- Current Responsible Service of Alcohol certification





*I have read, understood, and agree to comply with the position description.*

**SIGNED:** \_\_\_\_\_  
(incumbent)

**DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
(supervisor)

**DATE:** \_\_\_\_\_