

**Position:** AV Technical Assistant  
**Division:** Arts & Culture  
**Department:** AVMelbourne  
**Reporting to:** Primarily AVMelbourne Coordinator and secondarily to the Senior Production & Technical Officer and/or Production & Technical Officer and/or assigned On-site Production Supervisor  
**Schedule B Casual Salary Level:** Casual Level – Level 2 LPA  
**Date Prepared:** October 2019

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**Position Outline:**

AVMelbourne is responsible for providing support and technical expertise of audio visual requirements to students and student group events, UMSU, the broader University community and occasionally, other sites/campuses.

Working under supervision, the AV Technician LPA Level 1 is required to be actively involved in the preparation, loading, transportation, installation, operation, packdown and return of equipment for AVMelbourne events and productions.

**Key Duties:**

- Assist in preparing equipment for AVMelbourne productions
- Load/unload equipment to/from site or vehicle
- Assist in the setup, testing, operation and pack-down of equipment on-site
- Return equipment to designated areas within the AVMelbourne store/s
- Maintain responsibility for the security of the equipment at all times through supervision of the site and associated equipment/materials
- Report any equipment damages or failures to AVMelbourne full-time staff or assigned on-site Production Manager
- Maintain Occupational Health and Safety standards and requirements with regard to equipment set up and use

**Level of Supervision & Judgement:**

The AV Technician will work under the general direction of AVMelbourne Coordinator and in conjunction with the SPTO and/or PTO and/or assigned On-site Production Supervisor as required in accordance with departmental and organisational policies and procedures.

The incumbent will have the ability to work within defined department guidelines, exercising individual judgement regarding the standard of work required by AVMelbourne.

## SELECTION CRITERIA

### **Essential Skills and Qualifications:**

- Applied skills in audio, music, lighting, av/computer data projection including the ability to:
  - install and operate audio systems and production equipment; and/or
  - install and operate video systems and production equipment; and/or
  - install and operate lighting systems and production equipment
- Demonstrated knowledge and experience with computers, IT equipment and networking on both Windows and Apple OSX platforms as well as MS Office Suite;
- Ability to work under supervision and as part of a team;
- Proven ability to operate heavy equipment and safe manual handling in accordance with Occupational Health and Safety standards;
- Excellent customer service and communication skills, including the ability to interact well with co-workers and clients, often under deadline pressure;
- A valid Victorian Working With Children Check;

### **Desirable Skills and Qualifications:**

- Currently studying or recently finished studies in AV, Sound and/or lighting production;
- Previously experience or exposure to working in a tertiary education environment; and
- Formal training in Manual Handling.

### **Conditions of Employment:**

Terms and conditions are in accordance with the University of Melbourne Student Union Inc Collective Agreement 2017-2021

### **Other Requirements:**

- Uniform Requirements: Incumbents are expected to provide (at their own expense) the following:
  - Black pants and shoes required for “Corporate/Professional” Productions
- Travel (e.g. to other campuses/areas of the University) may be required at times
- Expected hours of work may be during the day/evening/weekends and are subject to vary in accordance with the needs of various AVMelbourne jobs

### **OH&S General Responsibilities:**

*Staff shall be responsible for:*

- the reasonable care for their own health and safety and that of other personnel who may be affected by their conduct;
- cooperating with others in relation to actions taken by the University to comply with Occupational Health and Safety legislation;

- not wilfully placing at risk the health or safety of any personnel;
- not wilfully or recklessly interfering or misusing anything provided in the interest of health and safety or welfare of any personnel;
- undertaking tasks in accordance with relevant standard operating procedures or work instructions;
- wearing correct personal protective equipment specified in standard operating procedures or working instructions;
- seeking supervision and guidance from the relevant supervisor for all new or modified work procedures;
- using University and divisional procedures to report hazards and incidents;
- where required, participating in health and safety consultative arrangements, including meetings;
- where required, participating in health and safety information, training and induction procedures;
- following University and divisional procedures for emergencies;
- Implementation of relevant specific responsibilities described in the University's health and safety policies and procedures.

*Authority to Act:*

- commence an emergency response in accordance with emergency procedures;
  - report workplace hazards and incidents to the local manager or supervisor;
  - raise health and safety issues in accordance with the Issue Resolution Procedure;
  - after consultation with the local manager or supervisor, cease a task and seek alternate duties where the nature and degree of the health and safety risk results in an immediate and serious threat to the health and safety of the staff member.
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