

POSITION DESCRIPTION

POSITION TITLE	Production Assistant
NAME OF POSITION HOLDER	TBC
DEPARTMENT	Orchestra Management
DISCIPLINE	Production
LOCATION/HOURS OF WORK	12 Month Contract: Full time – 37.5 hours per week West End as the base – moving to Southbank on 2012. This position will be regularly required to work outside of normal business hours. Regular local travel will be required. Some intrastate travel may be required
SALARY	TBC

RELATIONSHIPS

DIRECT MANAGER, ROLE	Production Manager
DIRECT REPORTS	Act as Experienced Production Crewperson for other Production Crew members

KEY INTERNAL RELATIONSHIPS	KEY EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> HODs (Heads of Department) <p>HODs comprises the CEO, Director - Orchestra Management, Director – Artistic Planning, Executive Manager - Human Resources, Director – Marketing & Development, Chief Financial Officer and Executive Manager - Philanthropy & Building Campaign. Each HODs role assumes discipline specific direction for the whole organisation.</p> <ul style="list-style-type: none"> Orchestra Management team Musicians Other administration/support staff 	<ul style="list-style-type: none"> Production staff providers Venue management and production staff Trucking/transport companies Freight companies

PRIMARY PURPOSE

Under the broad direction of the Production Manager, to direct and ensure physical logistical and material support for orchestra events

POSITION IMPACT

- Provide efficient and effective logistical and material support against planned schedules for orchestral events as required
- Supervise casual production and staging crews as directed by the Production Manager
- Ensure physical maintenance of QSO staging, equipment and studio/backstage areas
- Support QSO departments where relevant in general logistics support as required
- Ensure safe work practices for orchestra events and general QSO operations where relevant
- Support and contribute to QSO culture by promoting our workplace values – honesty, supportiveness, excellence, joy, creativity, pride and accountability in our performance and contribution to the organisation

KEY RESPONSIBILITIES, GOALS & OBJECTIVES

General Production and Tasks

Provide effective and efficient physical production and staging responsibilities as directed by Production and Manager and senior Operations staff:

- Setup and strike of stage layouts in accordance with detailed stage plans and production schedules
- Deployment of orchestral equipment, instruments and furniture
- Supervision and training of casual production and staging crew as required
- Goods & materials handling and services are actioned in accordance with QSO authorities and procedures which meet specified requirements as to quality and quantity
- Cooperates with other departments as required to assist in general QSO logistics
- directs, coordinates and schedules the work of other crewpersons in processes which may be continuous or work such as storage and warehousing
- Ensures that safe work practices are adhered to and reports problems to the Production and Manager
- maintains goods and materials in satisfactory working order according to agreed standards as required
- Handles minor disputes, referring those of a more serious nature to the Production and Manager
- Promotes good morale in the workplace and arranges interchange of ideas on policies, processes and attitudes between crews and Production Coordinator
- May assist in staffing rosters and arrangements for shifts as required
- May assist in the coordination of maintenance of production equipment through approved QSO authorities and procedures as required

Transport

Supervise and execute QSO's instrument and equipment transport requirements as directed by senior operations staff and Production and Manager:

- Physical execution and direction of bumpins and bumpouts in accordance with detailed stage plans and production schedules
- Supervision of casual crew as required
- Loadmaster duties for QSO trucking movements
- Ability to maintain accurate load sheets
- Physical support for all production and logistics associated with touring

Instruments and equipment

Provide physical support and assistance in instrument and equipment care and maintenance as directed by Production and Manager and senior Operations staff:

- Maintain instrument storage areas in good order
- Perform small workshop tasks as required
- Provide physical assistance to Production and Manager relating to instrument maintenance and management
- Miscellaneous tasks as directed

Other duties as required in the course of performing this role, including:

- Supervision and security for Ferry Road venue as required
- Minor administrative tasks as required
- act as a representative of QSO at concert events and professional events
- regular work outside of normal business hours as required

General responsibilities

- prepare accurate and timely end of month and other reports as required
- to self develop including developing, implementing and completing all performance objectives actions
- to review this Position Description yearly to ensure it remains relevant
- be committed to and conduct all activities in accordance with QSO's values, mission statement and code of conduct.
- embrace, promote and apply all QSO processes. Be an effective member of QSO's team
- identify and execute your tasks which result from QSO business planning
- engage resources in accordance with QSO procedures and authority levels
- adhere to QSO procedures for expenditure, cash management and revenue
- be a champion for Zero Harm and apply safe work practices and procedures
- perform work in compliance of QSO HR policies and practices and ensure HR issues are resolved in an appropriate and timely manner
- perform other tasks that your manager may instruct you to undertake from time to time

LEVELS OF AUTHORITY

It is the incumbent's responsibility to view and abide by any QSO policies & procedures that relate to their role.

CAPABILITY PROFILE		Desirable/ Required/ Mandatory
Formal Education	<ul style="list-style-type: none"> Tertiary level qualification Current "C" Class Driver's Licence (or higher level licence??) 	Desirable Mandatory
Experience	<ul style="list-style-type: none"> Experience in staging and production crewing within orchestral music industry Experience in the performing arts/ commercial theatre industry 	Desirable Required
Skills/Knowledge/ Abilities	<ol style="list-style-type: none"> Demonstrated experience in staging and production crewing Demonstrated competency in small workshops tasks and carpentry Knowledge of basic elements of staging and production Some knowledge of musical instrument maintenance requirements Well developed written and verbal communication skills Ability to communicate effectively and productively Ability effectively meet timetables effectively: demonstrated ability to meet deadlines Ability to work independently and use initiative to successfully achieve set objectives Ability to work effectively as part of, and contribute to, a team working to successfully achieve set objectives Highly developed administrative skills with demonstrated ability to: <ul style="list-style-type: none"> manage multiple tasks and emergent situations within conflicting deadlines solve problems proactively with a high level of attention to detail and within given timeframes highly organised approach to day-to-day activities well developed computer literacy and web skills A strong appreciation of the performing arts Ability to embrace change 	Required Required Required Required Required Required Required Required Required Required Desirable Required

AUTHORISATION

Employee			
Signature		DATE	
Direct Manager			
Signature		DATE	
Chief Executive Officer			
Signature		DATE	
Executive Manager – Human Resources			
Signature		DATE	