

## Position Description Form

---

<b>Position Title:</b> Music & Sound Technical Officer	
<b>Department:</b> Performing Arts	
<b>Position Reports to:</b> Manager – Performing Arts	
<b>Direct Reports:</b> Nil	
<b>Position Description Issue Date:</b> 23/02/2018	
<b>Location:</b> You are employed to work at Melbourne Polytechnic, a multi-campus institution. Accordingly, you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Manager responsible for your area.	

### About Melbourne Polytechnic

Melbourne Polytechnic offers the perfect combination of higher education and vocational learning, delivered by teachers with real-world experience and expertise. Through a network of six metropolitan campuses and a regional campus in Ararat, Melbourne Polytechnic offers a range of degrees, certificates and diplomas across the whole higher education and vocational training spectrum.

### Position Purpose

1. Maintain the specialist facilities for the Performing Arts Department, Including equipment and software.
2. Manage the classroom support requirements for the Performing Arts Department.

### Key Responsibilities

1. In conjunction with other Technical Officers, manage Performing Arts Department Equipment and facilities across three MELBOURNE POLYTECHNIC campuses as directed.
2. Manage the technical equipment including AV equipment, music amplifiers, Public Address systems, sound consoles, television equipment and Apple computers running a range of specialist software. The level of support includes maintaining equipment in working order, maintaining records and manuals, liaison with staff and suppliers in relation to product capability.
3. Provide recommendations to the Manager of Department in respect of replacement or upgrade of equipment.

## Position Description Form

---

4. Develop and maintain relevant OHS materials and an awareness of OHS within the departments programs.
5. Assist with promotional displays, presentations and workshops supporting the departments programs.
6. Transport materials requiring repair or pickup from suitable suppliers.

### Key Relationships

#### Internal

- Manager Performing Arts
- Performing Arts Technical officers
- Teaching staff
- Administrative staff

#### External

- Relevant industry bodies
- Key suppliers

### Key Performance Indicators (KPI)

To be developed with the Department Manager

### Key Selection Criteria

1. Provide recommendations to the Manager of Department in respect of replacement or upgrade of equipment.
2. Experience working with computers and an ability to troubleshoot minor Apple and/or PC computer hardware/software problems. Identify issues that require expert help via staff, supplier or ICT and follow up this support Key Software: Logic Audio, Sibelius, Pro-Tools, and Abelton Live.
3. Experience working in and/or providing technical/facility support in Music. Sound. Lighting and Staging
4. Demonstrated ability to initiate, monitor and complete work plans in relation to OHS, equipment maintenance and purchase, facilities management and support in a timely manner.
5. Demonstrate ability to provide coherent and well-researched equipment proposals.
6. Demonstrate ability to contribute to a team culture.
7. Current driver's license. (Current role is based at Collingwood but may include duties off site or at Prahran or Fairfield)

## Position Description Form

### Behavioral Competencies

At Melbourne Polytechnic, all staff will behave in accordance with our Values of:

- Authenticity
- Shared Commitment
- Future Focus
- Operational Excellence
- Courage
- Ownership

### Limits of Authority

Supervisor: - Manager of Department Performing Arts

Lateral - Performing Arts Technical officers

Subordinates - Nil

### Safety Issues Significant to the Position

- Use of electrical equipment
- Use of technology as related to the music and television industries
- Manual handling
- Noise/ Volume
- Repair and maintenance of electrical equipment
- Use of electrical tools

### Health and Safety

All employees are responsible for:

- Compliance with the Institute policy, safety systems and applicable health and safety legislation and regulations
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly
- Recommending improvements to health and safety practices
- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace
- Assisting in timely completion of any corrective action in accordance with reporting/investigation procedures
- Participating in relevant health and safety induction, training and other relevant activities
- Using and maintaining all safety equipment provided

## Position Description Form

### Sign Off

\_\_\_\_\_  
*Employee's Name*

\_\_\_\_\_  
*Department Manager's Name*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Department Manager's Signature*

Date:    /    /

Date:    /    /