

Position Title:	Duty Technician (Installer)	Directorate:	Corporate & Community Services
Position Number:	100701	Department:	Community
Employment Status:	Casual	Position Type:	Indoor Employee
Employment Type:	Temporary	Location:	Moonah Arts Centre
Classification Structure:	Grade 1		
Reports to:	Coordinator Creative Communities		

PRIMARY PURPOSE:

This role is responsible for delivery of technical advice and assistance, following risk management procedures for the Moonah Arts Centre and its hirers in the delivery of the visual arts program with a focus on visual arts installation.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Duty Technician (Installer)** reports to the **Coordinator Creative Communities** for all operational and management matters.
- The role is a key contributor to the Creative Communities Team and will liaise with the Chief Executive Officer, Directors, Managers and all other employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors, artists, performers, musicians, technicians, arts and performance companies, festivals, cultural producers, community groups and organisations, special advisory committees, schools, colleges and contractors to the City of Glenorchy.

Accountabilities And Responsibilities

Visual Arts Exhibition	<ul style="list-style-type: none"> ▪ The delivery of technical advice and assistance, and risk management for Moonah Arts Centre and its hirers in the delivery of its program of activities and events, by: ▪ As directed, prepare Moonah Arts Centre for public events and activities, primarily as an installer for visual arts exhibitions at the centre ▪ Provide quality customer service to maximise customer satisfaction to visitors and hirers ▪ Maintain presentational standards of all public areas and spaces, considering professional and current techniques ▪ Provide technical assistance and advice to both Creative Communities team and centre clients on the storage, set up, operation and successful presentation of visual and digital arts projects, events, exhibitions and workshops ▪ Perform maintenance on the gallery equipment and resources of Moonah Arts Centre
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	<ul style="list-style-type: none"> ▪ Assist staff to maintain accurate documentation, including ‘how to’ sheets, for both staff and clients in the safe and successful operation of audio visual and other technical equipment ▪ Work in collaboration with the Creative Communities team on the delivery of Moonah Arts Centre activities as required ▪ Work as part of the Creative Communities team to ensure the smooth operation of the day-to-day operations of Moonah Arts Centre
Team Work and Collaboration	<ul style="list-style-type: none"> ▪ Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability. ▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members. ▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture. ▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community. ▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time. ▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks. ▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication ▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.
Customer Service	<ul style="list-style-type: none"> ▪ Represent the Council in a professional and positive manner ▪ Ensure that a high standard of customer service is maintained to both internal and external customers. ▪ Identify and contribute to opportunities for continuous improvement in service delivery. ▪ Identify and respond to the needs of customers at Moonah Arts Centre and within the activities of this program
Organisational Responsibilities	<ul style="list-style-type: none"> ▪ Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives. ▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard. ▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations. ▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees. ▪ Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery. ▪ This role may require reasonable after-hours activities and overtime when required by business needs.

Governance, Risk and Compliance	<ul style="list-style-type: none"> ▪ Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations. ▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices. ▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements. ▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements. ▪ Proactively identify areas of non-compliance and support the implementation of corrective actions. ▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks. ▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed. ▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.
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Key Selection Criteria	
Essential Qualifications	<ul style="list-style-type: none"> ▪ Qualifications and/or 3 to 4 years' experience in the visual arts specifically in the installation of visual art exhibitions ▪ First aid certification ▪ Working at heights
Licences	<ul style="list-style-type: none"> ▪ Current registration to work with vulnerable people (RWVP) ▪ Drivers Licence (preferred but not essential)
Skills and Experience	<ul style="list-style-type: none"> ▪ Proven experience and knowledge of exhibition gallery lighting and technical equipment ▪ Experience and knowledge of venue and event risk management ▪ Demonstrated ability to work as part of a team and autonomously on specific projects ▪ Highly organised, with excellent communication, organisational and project management skills to be able to meet deadlines under conflicting pressures while being committed to meeting customer expectations

Work Environment


Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:


- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.


Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.




Our Values

**WE RESPECT EACH OTHER**


We respect the skills, knowledge and diversity of our team mates
Everyone is heard and is valued
We care for the well-being and safety of each other
We check in on each other without being prompted
Listening and being listened to matters

**WE ARE TRUSTED**

I've got your back and you've got mine
We do what we say we will
We are empowered
Have honest and open conversations
We are trusting and trustworthy
We learn from our mistakes and share what we learn

**TOGETHER WE ARE BETTER**

Robust and thoughtful decision making together
Solving important problems together
We reach out to others and across teams for help
We collaborate more and handball less
Share our skills and knowledge

**WE DELIVER**

We serve and stand up for our community
We knuckle down and focus on what matters
We are courageous and determined to find a way
We seek opportunities to continually improve outcomes and then we act on them

Our Culture

This is OUR WAY to achieve results through our people and teams to make Glenorchy a better place every day.

WE FOSTER AND MODEL A CULTURE WHERE:
We **RESPECT** others and their viewpoints as being as important as our own
We trust and are **TRUSTED** by each other
We know that by working **TOGETHER** we achieve better outcomes
We take personal responsibility, and together we **DELIVER** for our community

ACKNOWLEDGEMENT:

I have read and agree to abide by the requirements of this position description.

Employee Name:

Employee Signature:

Date: