



# ARTS AND CULTURE TRUST

## JOB DESCRIPTION FORM

### POSITION DETAILS

<b>Position Title:</b>	Head of Sound and Audio Visual
<b>Position Number</b>	14957
<b>Classification Level</b>	Level 8
<b>Award/Agreement</b>	Public Service Award 1992, or any other prevailing industrial instruments. Arts and Culture Trust Venue Management MEAA Agreement 2019, or any other prevailing industrial instruments
<b>Division</b>	Venue Operations
<b>Branch/Section</b>	Technical Services
<b>Physical Location</b>	Arts and Culture Trust Metropolitan Venues
<b>Effective Date</b>	26/07/2022
<b>Employment Type</b>	Fixed-Term
<b>Employment Status</b>	Full time

### REPORTING RELATIONSHIPS

#### POSITION REPORTS TO

Deputy Director Technical Services	14950	VMA11
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#### POSITIONS REPORTING TO THIS POSITION

Audio Visual Supervisor – Level 6	14992
Sound Supervisor – Level 6	14993
Sound Supervisor – Level 6	14994

Casual Sound and Audio-Visual Team

## PURPOSE OF THE POSITION

The Head of Sound and Audio Visual position is responsible for providing the delivery and management of sound requirements for productions staged at Art and Culture Trust Venues.

## DUTIES OF THE POSITION

This section outlines the essential results and outcomes required of an individual in this position.

1. Work with creative teams and Production Managers of individual productions to realise the production's sound design to the highest standards.
2. Supervise sound bump ins and outs and technical rehearsals.
3. Work with the Production Manager and other Heads of Departments to create schedules for productions.
4. Recruiting, managing and scheduling of lighting operators and technicians, in liaison with the Technical Services senior Managers.
5. Supervise the programming of sound desks in all ACT spaces.
6. Provide show cover if required.
7. To take lead responsibility for planning and supervising the maintenance and testing of sound equipment, and sound infrastructure and ensure it complies with current regulations.
8. Advise on new sound equipment purchases and plan an equipment replacement schedule.
9. To undertake the training of new and casual staff in sound, and other technical matters as required.
10. To personally and with other staff ensure compliance with all safety procedures and statutory regulations.
11. Lead a department whilst interpreting directions and ideas from the Sound designer.

Other duties, as required that fall within the parameters of the position.

### COMPLIANCE AND LEGISLATIVE KNOWLEDGE

1. Complies with the Code of Conduct, policies and procedures and relevant appropriate legislation; and
2. Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### ESSENTIAL

1. **Role Specific**
  - Comprehensive understanding and significant experience planning and implementing end-to-end sound and audio-visual operations for live performance in a professional environment.
  - Excellent knowledge of Health and Safety legislation and procedures as related to the theatre industry.
  - Demonstrated thorough knowledge of sound control desks and systems.
  - Demonstrated CAD skills in Vectorworks or AutoCAD.
  - Proficient in MS Office applications.
2. **Shapes and Manages Strategy**
  - Demonstrated budget management experience.

3. **Achieves Results**
  - Ability to work well under pressure.
  - Excellent organisational and time management skills.
4. **Builds Productive Relationships**
  - Ability to support and work well within a small or large dedicated production team in a collaborative manner.
5. **Exemplifies Personal Integrity and Self-awareness**
  - Ability to understand and operate within the mission, vision and values of the Department.
6. **Communicates and Influences Effectively**
  - Ability to lead and manage a team.

## **DESIRABLE**

1. Additional qualification, trade licences or certificates relevant to working in a theatrical sound, audio visual or technical theatre role.
2. Strong working knowledge of Digidesign/Avid, Midas and Digico consoles and digital matrix intercom systems.

## **ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS**

### **Special Conditions**

- ACT venues operate in a 7 day a week environment. There may be requirement to work weekends and after normal business hours from time to time.

### **Appointment is subject to:**

- 100 point identification check;
- Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement (within the last 6 months);
- Construction Industry Safety Awareness Training Certification (Blue/White Card).

### **Training:**

- Complete induction within three months of commencement.
- Complete Accountable and Ethical Decision Making Training within 6 months.
- Complete any training specific to the role required by Departmental policy.

## **CERTIFICATION**

*The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.*

### **Corporate Executive Representative Signature**

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**Date**

Click or tap to enter a date.

*I have read and accept the responsibilities of the Job Description Form. The position's duties are to be performed in accordance with the Department's Code of Conduct.*

**Employee Signature**

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**Date**

Click or tap to enter a date.

## **ABOUT THE ARTS AND CULTURE TRUST**

The Arts and Culture Trust (ACT) was established on 1 July 2022 when the Arts and Culture Trust Act 2021 was proclaimed, replacing the Perth Theatre Trust (PTT).

The ACT will continue to manage the theatres formerly managed by PTT:

His Majesty's Theatre

Subiaco Arts Centre

The State Theatre Centre of Western Australia

The Albany Entertainment Centre

The new authority will oversee all types of art and cultural assets other than just theatres, and apply a State-wide lens to engagement, business activities and presentation of productions for the arts and the community.

<b>ORGANISATION</b>	<b>MISSION</b>	<b>VISION</b>	<b>VALUES</b>
Arts and Culture Trust	To offer wide-ranging arts experiences in well-managed venues	To have vibrant, full theatres	Creativity Respect Service