

POSITION DESCRIPTION

Position Title: Casual Backstage Assistant	Position Number: GACBS
Department: Community Development	Accountable to: Head of Technical Operations
Level and Step: 2/1	Salary Range:
Responsible for the supervision of: No direct/indirect supervisory responsibilities	



Primary purpose of the position	This position is responsible for providing backstage theatre assistance with lighting and sound as required during set up of shows and events and during shows and events.
Key accountabilities	<ol style="list-style-type: none"> 1. Assist with audiovisual, sound, lighting or side stage requirements. 2. Understand and implement Occupational Safety and Health requirements for theatre conditions. 3. Assist bumping in and bumping out shows. 4. Prepare backstage area as per the artists request including change rooms and green room. 5. Other accountabilities as directed by the Head of Technical Operations or Coordinator Goldfields Arts Centre. 6. Adhere to the City of Kalgoorlie-Boulder policies and procedures.
Judgement & decision making	<ol style="list-style-type: none"> 1. Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work. 2. Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor. 3. Apply legislation and Council policy direction to decision-making with guidance from the supervisor. 4. Apply knowledge and skills to ensure consistent quality outcomes.
Outcomes / Key Performance Indicators (KPI's)	<ol style="list-style-type: none"> 1. Work with GAC Technicians to make sure the show/event is ready to start at the advertised time. 2. Diligently follow all reasonable instructions. 3. Work cooperatively and respectfully with GAC staff, patrons and clients. 4. Have a high level of customer service 5. Proactively identify, report and rectify any workplace hazards. 6. Present to work on time for all shifts with correct PPE.
Skills, knowledge & capacity	<ol style="list-style-type: none"> 1. Current Manual Handling Training or willingness to undertake; 2. Basic knowledge of the safe handling of chemicals and other cleaning products; 3. Understanding of Duty of Care and Occupational Safety and Health; 4. Satisfactory verbal communication skills; 5. Ability to work with minimal supervision; 6. Current satisfactory National Police Clearance; 7. Current WA "C" Class driver's license. 8. Current Working with Children's Check

City of Kalgoorlie- Boulder Values	Support	We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.
	Respect	We will treat our team members and our community with mutual respect and understanding.
	Fun	We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.
	Recognise	We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.
	Connect	We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.

POSITION DESCRIPTION AGREEMENT

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name
(please print): _____

Employee
Signature: _____

Date: _____