

POSITION DESCRIPTION

1. POSITION DETAILS

Position Title: Studio Technician

Division: City Life

Unit: Creative City

Management Level: Employee

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor:

Studio Team Leader

Titles of Positions which report to this position are:

Nil

Contractors for which this position is responsible:

Nil

3. PRIMARY PURPOSE OF POSITION

The main purpose of the position is to ensure the efficient and effective coordination of Pine Street Creative Arts Centre studio spaces and support the development and delivery of quality cultural programs and activities.

4. POSITION OBJECTIVES

The major objectives to be achieved by the Studio Technician are;

Studio operation and maintenance

- Manage the operations of the Pine Street Creative Arts Centre studios effectively, efficiently and safely to ensure high quality outcomes and efficient procedures are achieved and maintained.
- Check and maintain equipment and report breakages/wear and tear to Studio Team Leader.

Program Support

- Support the development and delivery of cultural programs and activities within studio spaces

Communication and teamwork

- Develop and maintain effective working relationships with Cultural Venues and Programs staff, customers, vendors, and other relevant City units through excellent and professional interpersonal and communication skills.
- Work collaboratively and cooperatively with the Cultural Venues and Programs team.

Staff development and continuous improvement

- Play an active role and show initiative as an effective and flexible team member to achieve the Cultural Venues and Programs Vision and goals, Business Unit plan objectives.

Policies and procedures

- Provide managers and staff timely and accurate guidance and support on City legislation, policies, procedures, and guidelines
- Ensure compliance with legislative, industrial and City policies and adhere to Cultural Venues and Programs policies and procedures.
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

5. POSITION ACCOUNTABILITIES

The Studio Technician may be required to work flexibly to support opening hours, operations and programs.

The position will be accountable for the following:

Studio operation and maintenance

- Oversight and delivery of studio processes and procedures including but not limited to
 - Safe operation and set up of equipment including studio clean up
 - Efficiency and professional courtesy within a communal studio
 - Ensuring compliance with policies and safety procedures
 - Efficient use of resources through stock control and process scheduling
 - Guide and support less experienced staff and students in studio procedures and processes

Program Support

- As required provide technical support and knowledge to support the development of cultural programs and activities.
 - As required provide teaching support to the delivery of cultural programs and activities
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Communication and teamwork

- Embrace a cooperative and flexible working environment to meet deadlines and competing priorities
- Communicate effectively and professionally to internal and external stakeholders, and manage stakeholders' expectation effectively
- Assist with the delivery of outstanding services.

Staff development and continuous improvement

- Proactively engage in continuous professional development through self-motivated and formal training, participating in working groups, building professional relationships and sharing and implementing innovation within Cultural Programs and Venues.

Policies and procedures

- Maintain a solid understanding of City policies and procedures, and provide accurate guidance to staff and managers
- Accept responsibility and authority for all related tasks as set out in Pine Street guidelines, policies, quality standards and associated documentation
- Active participation in delivering the objectives of the Business Unit plan
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position
- Such duties as directed by the Studio Team Leader.

6. WORK, HEALTH & SAFETY RESPONSIBILITIES

Studio Technician has an active role to play in the Safety Management System (SMS).

The Studio Technician has the following responsibility, authority and accountability:

- Working safely so as not to put yourself or others at risk
- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Cooperating and complying with safe work method statements, policies and procedures and participating in their development
- Reporting all accident, incidents and hazards to your supervisor immediately and participating in accident/incident investigation and risk management activities
- Attending WHS training
- Complying with the requirements of the City's Return to Work program.

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

7. AUTHORITY TO ACT

- Studio Technician has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All employees have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

8. ESSENTIAL AND DESIRABLE CRITERIA

Essential Criteria

- Experience in the creative arts, specifically the studio environment.
- Demonstrated experience in managing and maintaining a studio, including care and maintenance of equipment, and oversight and delivery of studio processes and procedures.
- Demonstrated commitment to quality customer service
- Strong organisational and time management skills
- Well-developed judgement and problem solving skills, with a focus on solutions, flexibility, being proactive and using initiative
- As studio maintenance aspect of the role a lot of manual handling/lifting/repetitive action, applicants must be physically fit and capable of some heavy lifting
- Experience with supporting the planning and delivery of cultural programs and activities.
- Excellent written and verbal communication skills
- Demonstrated commitment to and skills in working as part of a team
- Demonstrated commitment to EEO and rehabilitation policies and occupational health and safety standards.

Desirable Criteria

- Relevant qualifications in visual art, education or similar
 - Previous experience working in similar cultural institutions.
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