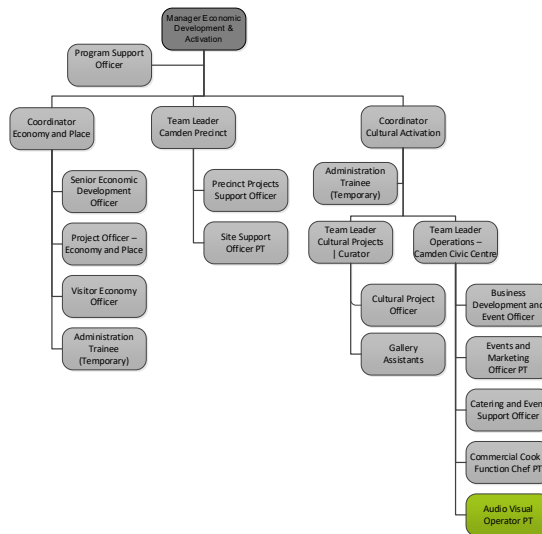


## POSITION DESCRIPTION

<b>Position Title</b>	Audio Visual Operator – Camden Civic Centre
<b>Position Number</b>	26202
<b>Division/Directorate</b>	Sport, Community & Activation
<b>Branch</b>	Economic Development & Activation
<b>Grade</b>	Grade 2
<b>Band and Level</b>	Band 1 / Level 2
<b>Special Requirements</b>	<p>Special requirements may include:</p> <ul style="list-style-type: none"> <li>• Attending a pre-employment medical</li> <li>• Ability to work over a seven-day roster, including weekends and public holidays</li> </ul>
<b>Physical and Environmental Demands</b>	There is a requirement for physical, sensory, psychosocial and environmental demands. Refer to the TIA for further information.
<b>Reports To</b>	Team Leader Operations – Camden Civic Centre
<b>Authorities</b>	As detailed within the Delegation Register as delegated by the General Manager
<b>Key Direction/s</b>	<p>Welcoming - Embracing our vibrant and diverse community                      Prosperous – Advancing local economic opportunities and job creation                      Leading – A successful advocate for our people and places</p>

### Reporting Structure



<b>Position Purpose</b>
To provide quality and consistent technical support to hirers of the Civic Centre including operation of audio visual equipment, sound and lighting desk operation, equipment set up and storage in accordance with the Council's standard of excellence, safe work method standards, and the requirements of our customers.
<b>Key Result Areas</b>
<p>Customer Service – Create a customer centric service environment and reward service excellence.</p> <p>Planning &amp; Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.</p> <p>Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.</p> <p>Display Resilience &amp; Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.</p> <p>Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.</p> <p>Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives</p>
<b>Key Duties &amp; Responsibilities</b>
<p><b>Customer Experience</b></p> <ul style="list-style-type: none"> <li>• Assist with general customers enquiries relating to sound and lighting presentation</li> <li>• Provide a safe and secure environment for performers and audiences</li> <li>• Ensure the equipment is set up and operational as per client booking schedule</li> <li>• Assist in the preparation of the facility for visitors each operating day</li> <li>• Provide support to other staff as required</li> <li>• Assist in the delivery of programs including special events, and workshops</li> <li>• Manage maintenance of audio-visual equipment</li> <li>• Other relevant duties which may be required from time to time</li> </ul> <p><b>Safety and Housekeeping</b></p> <ul style="list-style-type: none"> <li>• Receive and store all deliveries, ensuring all areas are accessible and clear of hazard</li> <li>• Manage work areas, keeping clean and clear at all times</li> <li>• Work safely and support others to work safely, ensure patrons are kept safe</li> <li>• Report any identified hazards and incidents immediately</li> <li>• Touch point cleaning of all hard surfaces</li> <li>• Restock of all sanitisation stations, hand towels, toilet paper, and hand soap</li> <li>• Regular check of public facing area.</li> </ul> <p><b>Branch Activities</b></p> <ul style="list-style-type: none"> <li>• Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.</li> </ul> <p><b>Corporate Core Values</b></p> <ul style="list-style-type: none"> <li>• Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Customer Focus and safety.</li> </ul>

<b>WHS Responsibility</b>	
<ul style="list-style-type: none"> <li>• Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area</li> <li>• Comply with safe work standards for delivery of audio-visual support to clients, prioritising staff, client and audience safety at all times.</li> </ul>	
<b>Risk Management Responsibilities</b>	
<ul style="list-style-type: none"> <li>• To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.</li> <li>• Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable</li> <li>• Must be aware of operational and business risks. Particularly: <ul style="list-style-type: none"> <li>○ understand and adhere to the principles of Risk Management within their job role;</li> <li>○ assist Managers and Team Leaders in identifying risks and risk treatments in their job role;</li> <li>○ provide input into various risk management activities;</li> <li>○ report all emerging risks, issues and incidents to their manager or appropriate officer; and follow Council policies and procedures.</li> </ul> </li> </ul>	
<b>Records and Information Management Responsibilities</b>	
<p>All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.</p> <p>Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.</p>	
<b>Essential and Desirable Criteria</b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• A demonstrated understanding and appreciation of Camden it's culture and heritage</li> <li>• Demonstrated experience in delivery of high-quality audio-visual production and customer liaison</li> <li>• Proven ability to work independently and as part of a team with a customer focus</li> <li>• Flexible availability over a seven-day roster</li> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to effectively organise and prioritise workloads</li> <li>• Demonstrated ability to apply EEO and WHS principles</li> </ul>	
<b>Desirable</b>	
<ul style="list-style-type: none"> <li>• Experience in an audio-visual technician's role</li> <li>• Current Drivers licence</li> <li>• First Aid qualifications</li> <li>• Current RSA and ID Card</li> </ul>	
<b>Prepared By</b>	Manager Economic Development and Activation
<b>Date Prepared</b>	May 2026

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

**Employee Name:**

**Employee Signature:**

**Date:**