



POSITION DESCRIPTION

Position	Security Events Officer
Department	Operations and Experience
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024 and its successors</u>
Remuneration	\$72,500 pa, plus 12% superannuation
Terms of engagement	Fixed term in a full time (1.0 FTE) capacity
Work location	Geelong Arts Centre, 50 Little Malop Street, Geelong Costa Hall, Deakin University Waterfront Campus, Geelong
Date reviewed	May 2026
Approved by	Chief Executive Officer & Creative Director

ABOUT GEELONG ARTS CENTRE

We curate, support and present a diverse range of music, theatre, comedy and dance performances, as well as important cultural and arts practice dialogue, workshops, developments, community experiences and free public activations. Our work seeks to welcome every person in our community to engage, learn and express their creativity, making art a universal experience.

Geelong Arts Centre is the cultural heartbeat of Victoria's second-largest city. Established in 1981 as a Victorian Government statutory agency, we have evolved into Australia's largest dedicated regional performing arts complex. A landmark \$140 million redevelopment, completed in August 2023, quadrupled public space, installed world-class staging, lighting and acoustic systems, and created fully accessible foyers that link the historic Ryrie Street building with a striking new Little Malop Street façade designed in consultation with Wadawurrung Traditional Owners.

The campus now comprises four distinct performance venues supported by rehearsal studios, exhibition foyers and meeting and event spaces. Additional creative spaces include purpose-built rehearsal rooms, creative workspaces, and a range of hospitality areas including *Tutti*, our in-house café and restaurant which serves both the general public enjoying the precinct and our audiences pre-show.

Geelong Arts Centre curates a year-round season that pairs national and international touring productions with locally produced work. The Centre also commissions and co-produces work with producers from across the country. Core strands span mainstage theatre, contemporary dance, classical and popular music, children's and family programming, First Nations storytelling and multidisciplinary festivals. A large number of community events perform annually including schools and community ensembles alongside commercial promoters and touring artists.

Geelong Arts Centre is supported by a strong and growing philanthropic and corporate community who champion our work for and by the community. Community engagement and lifelong learning are embedded in our *Creative Learning* program which partners with educators from kindergarten to Year 12, offering curriculum-aligned performances, artist workshops and teacher resources. *Creative Engine*, the Centre's industry development hub,



POSITION DESCRIPTION

allocates seed funding, rehearsal space, mentoring and networking to emerging artists, sustaining a vibrant regional talent pipeline.

Access programs including Auslan-interpreted shows, relaxed performances, sensory-friendly matinees and ticket subsidies ensure that people of all ages, abilities and backgrounds feel welcome.

OUR PEOPLE

We want to make Geelong Arts Centre a place where people genuinely want to work — safe, supported, motivated, and inclusive. The Centre will invest in its workforce by building skills, capability, and organisational agility, while recognising and rewarding performance. We are committed to fostering a diverse, positive, and values-led culture that prioritises wellbeing, engagement, and development. We want to ensure a strong, capable, and inspired team drives the Centre's success.

At Geelong Arts Centre, our people embody four core values that drive everything we do. We are bold in our approach, embracing the freedom to challenge boundaries and think differently. Our welcoming spirit is reflected in genuine smiles that celebrate inclusiveness and our shared passion for creativity. We stay deeply connected by proactively engaging with arts and wider communities, facilitating meaningful exchange of ideas that enrich our cultural landscape.

Working as an ensemble, we value every team member's unique contribution as we strive toward our common purpose. This collaborative spirit extends to our commitment to professional development - we invest in structured learning pathways that help our people grow their skills and advance their careers. By bringing together diverse backgrounds, perspectives and experiences, we create an environment where creativity thrives and extraordinary cultural experiences come to life. Together, we're building a vibrant hub that connects global ideas with local stories and nurtures the artistic heart of our region.

See more in our [Strategic Plan](#).

RELATIONSHIPS

Reports to	Presentation Coordinator, Soft Services
Supervises	The role does not include direct supervisory responsibilities however works collaboratively with other roles within the Centre to deliver shared goals and improvement projects.
Internal Relationships	CEO & Creative Director, Directors, People Leaders, Managers, Centre staff.
External Relationships	Contractors and consultants, community stakeholders, prospective staff.



POSITION DESCRIPTION

POSITION OVERVIEW

This is a unique opportunity to join the Geelong Arts Centre team in the role of Security Events Officer. Reporting to the Presentation Coordinator, Soft Services the Security Events Officer is responsible for maintaining a safe and secure environment for staff, patrons and hirers.

You will work in a fast-paced environment that offers the opportunity to utilise your experience in security and contribute positively to the safety and security of assets, customers, and staff in Centre. As Security Event Officer you will be responsible to monitor the day-to-day security operations and delivering customer service of the highest quality through your proactive, professional, and sound approach.

The role is a mix of managing emergency management procedure, loading dock duties, security patrols, record keeping, access control, CCTV monitoring, and assisting the Facilities management team. This is a people-facing role where the use of technology is key - so we are looking for someone with previous corporate security experience, strong verbal and written communication skills, problem-solving abilities, neat and tidy personal presentation, and exemplary customer service skills.

PRIMARY RESPONSIBILITIES

- Assist in providing the security and safety of visitors, staff, and the centre's assets
- Operate, monitor and assist in ensuring the ongoing effective operation of the Centre's electronic security systems, (including alarm systems, closed circuit television, access control system, fire systems and the radio network) Act as Chief Warden during emergency situations or in case of alarm; act as a first responder to emergency or first aid incidents.
- Participate in risk management procedures for maintenance of security hardware, equipment and monitor and report on the effectiveness of associated maintenance programs Maintain security and a safe environment for all by securing the building and patrolling.
- Perform duties as a first point of contact for many Centre's visitors at Security Control Room and always perform these duties in a professional manner
- Participate in the Organisation's information/incident reporting services by assisting in providing oral and written reports as appropriate
- Participate in, and be prepared to take charge of, the Centre's emergency evacuation procedures and contribute to disaster prevention and recovery strategies
- Complete necessary documentation and entering information into the database in a timely and accurate manner.
- Maintain safe operations of the dock and all persons who enter, including maintaining constant free flowing traffic of the dock.
- Receive deliveries and packages on the behalf of the Centre.



POSITION DESCRIPTION

- Provide operational support to the Facility management team to deliver and exceed service expectations.
- Assess all alarms, incidents, emergencies and provide the appropriate response.
- Prepare incident reports, and complete daily shift logs.
- Check and ensure all persons entering the dock have the appropriate accreditation and identification.
- Respond to emergency situations and conduct foot patrols of the Centre.
- Escort contractors, staff, and visitors around the Centre.
- Undertake other duties or projects as reasonably requested.

Values, Governance, Safety & Risk Management

The incumbent shall carry out their duties in accordance with legislative and governance requirements, Centre policies, procedures and practices, safety principles, code of conduct for Victorian public sector employees, and Victorian Public Sector Values.

Commitment to Health and Safety

- All staff are responsible for the reasonable care for their own health and safety and that of other people who may be affected by their conduct.
- Geelong Arts Centre is committed to providing a workplace that protects the physical and mental health, safety and wellbeing of our people, visitors and others who work for and with us. Our leadership is critical to promoting a safety culture that is inclusive, supportive, adaptive and free from harassment, discrimination and bullying and achieves positive safety outcomes for our people. Our executive and people leaders are responsible for providing and maintaining a safe and mentally healthy workplace culture where we take care of each other through supporting and providing a work environment where safety is prioritised.

SELECTION CRITERIA

Essential qualifications and experience

To be successful in this position, you will have:

- A current Victorian Security Licence together with relevant experience
- Certificate II in Security Operations or equivalent
- Enjoy working with people (customer centric approach)
- Flexibility (events are dynamic) and availability (events are held during the day, evenings and weekends)
- Demonstrated experience in developing and maintaining professional relationships with internal and external stakeholders.

Desirable qualifications and experience

- Excellent presentation and communication skills.



POSITION DESCRIPTION

- Intermediate computer skills.
- Proven experience in conflict resolution.
- Show initiative, be proactive, whilst maintaining discretion and confidentiality

Other requirements

- Flexibility in working hours to support daytime, evening, and some weekend work will be required as part of the normal hours of duty for this position.
- The following checks, licences and certifications are required for this role:
 - Working with Children's Check (employee)
 - Responsible Service of Alcohol (RSA) certificate
 - Victorian Security Licence

The employee must provide evidence that they hold current certifications prior to commencing employment with Geelong Arts Centre. The employee must maintain currency of these checks, licences and certifications for the duration of their employment with Geelong Arts Centre.
- This position has been identified as being responsible for supporting the Centre's first aid arrangements, including as a first responder and in accordance with the Centre's First Aid Management policy. This will include satisfactory completion of the following certifications which will be arranged by the Centre.
 - HLTAID011 Provide First Aid
 - Mental Health First Aid

CAPABILITIES

Demonstrable behaviour, skills, knowledge and abilities in the following core capabilities:

Service culture

A people first attitude; considers others' perspectives in making decisions and providing consistent quality advice and service; offers solutions and strategies that best serve the stakeholder's needs.

Navigating complexity

Proactively and quickly makes sense of complex issues; effectively responds to difficult or ambiguous situations; making clear, well-reasoned and timely decisions that have a significant impact on the organisation.

Personal resilience

Maintains composure and focus under pressure; adapts to changing situations and recovers from setbacks.



POSITION DESCRIPTION

Collaboration

Proactively supports working together, shares ideas and provides constructive feedback; respects and values others; encourages camaraderie, cohesiveness and connectedness.

Analysis and problem solving

Analyses issues from diverse perspectives, draws sound inferences from information available and offers sustainable practical solutions.

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position. Its purpose is to provide an outline of scope and responsibilities, at a point in time. The scope of the role may be altered from time to time in accordance with changing business requirements.

INSTRUCTIONS TO APPLICANTS

To apply for this role please use the [Careers](#) page of our website. To be considered for this opportunity, candidates must address the **Selection Criteria and Capabilities** requirements and follow the instructions on the Geelong Arts Centre website.