



POSITION DESCRIPTION

Position	Senior Technician - Audio
Department	Production and Presenter Services
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024 and its successors</u>
Award classification	Live Performance Award
Remuneration	\$72,500 pa, plus 12% superannuation
Terms of engagement	Ongoing in a Full Time capacity
Work location	Geelong Arts Centre, 50 Little Malop Street, Geelong Costa Hall, Deakin University Waterfront Campus, Geelong
Date reviewed	October 2025
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,

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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	Head of Audio
Supervises	The role includes supervisory responsibilities overseeing the day-to-day prioritisation and coordination of workloads within the Technical Operations team.
Internal Relationships	CEO and Creative Director, Directors, People Leaders, Managers, Centre staff, Technical Operations Manager, Heads of Department, Supervising Technicians, Casual Technicians, Presenter Services, Programming departments, ICT Team and Facilities Team.
External Relationships	Visiting companies including professional and community groups and all users of Geelong Arts Centre; performers and production personnel; external contractors, suppliers and associated third parties (as required); Deakin University staff.

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POSITION OVERVIEW

The Senior Technician – Audio is part of a team charged with delivering technical production services to the highest of standards within all Geelong Arts Centre venues and performance spaces. This position is customer focused and supports presenters to achieve excellence in their field, drawing on a high level of skills and experience as a technical operator, together with a comprehensive understanding of audio equipment and systems.

PRIMARY RESPONSIBILITIES

People and teams

- Actively contribute to the success of the Audio team, the Technical Department and the wider organisation by working collaboratively and providing technical support, guidance and advice to the Geelong Arts Centre's internal and external stakeholders in the delivery of the department and presenter outcomes.
- Supervise Technicians, including during maintenance shifts and while working on shows, act as Supervising Technician, providing supervision of the broader tech team on shift.
- Ensure appropriate resources and processes are used to eliminate or minimise risks to health and safety in your area of responsibility.
- Assist in the design, planning and implementation of training and development for technical staff relating to Audio services and the operation of Audio equipment (including on-the-job training and induction).
- Be an active and supportive member of the Technical Operations team.
- Provide clear communication to technical staff about presenter needs.
- Lead by example in living the Centre's values-in-action to develop and motivate team members using a coaching and mentoring approach to manage performance.

Technical and customer service

- Operate and set-up of Audio equipment in live performance and corporate conferencing situations. Identify and problem solve Audio technical faults.
- Draw, interpret, and create documentation such as schematics and input lists.
- Maintain knowledge and awareness of new Audio technology and provide advice to the Head of Audio and the Senior Manager, Technical Operations Manager.
- Work collaboratively across all technical departments and actively contribute to the success of events at the Geelong Arts Centre.
- Assist with the set-up and operation of production equipment, staging, furniture and instruments for a variety of shows and events.
- Work as directed by the Head of Audio on setting up and operating of equipment within the venue.



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- Conduct regular inventory checks of all Audio equipment. Properly store, clean, and maintain equipment and keep storage areas clean and tidy.
- Provide excellence in customer service and promote effective communication within the Technical Operations team and other key stakeholders.
- Participate in site inductions, risk assessments and inspections as appropriate.
- Be acutely aware of emergency and evacuation procedures for the technical department.
- Undertake other duties or projects as may be 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.

Undertake other duties or projects as reasonably requested.

SELECTION CRITERIA

Essential qualifications and experience

To be successful in this position, you will have relevant experience as well as:

- Be competent working with DIGICO SD12 and Allen and Heath Dlive consoles.
- A comprehensive understanding of Audio Systems and Networking to assist clients.
- Understand the concepts of signal flow and their application to setup and connect Audio equipment correctly.
- Ability to resolve issues and convey technical information to people with a non- technical background.
- Experience with setting up radio microphones on a large scale.
- Well-developed interpersonal skills and a willingness to proactively lead discussions with



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stakeholders to ensure technical requirements for performances and events are delivered to the highest standard.

- Understanding of health and safety requirements in a theatre/performing arts or similar environment.

Desirable qualifications and experience

- Possess a relevant trade qualification, Diploma or higher at a recognised institution or equivalent extensive experience working within the entertainment industry.
- Experience with mixing all genre of music and musical theatre.

Special 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:
 - Current and valid Working with Children's Check (employee)
 - Completion of HLTAID011 Provide First Aid course, or equivalent, to perform as a First Aid responder. Training will be provided by Geelong Arts Centre.

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.

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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.
Communicating with influence	Engages and energises others through confident and persuasive communication; confidently conveys ideas and information with clarity, understands and meets the needs of target audiences (i.e. the right information to the right people), welcomes constructive feedback and sees things from others' points of view and confirms understanding.
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.
Consulting and advice	Interprets needs and offers pragmatic and valued advice; ensures solutions are leading practice and sustainable; supports the achievement of outcomes for stakeholders.

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.