



POSITION DESCRIPTION

Position	Cleaner
Department	Operations and Experience
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024</u> and its successors
Award classification	Live Performance Award
Remuneration	Cleaner \$33.21 p/h, plus 12% superannuation Cleaning Supervisor \$34.82 p/h, plus 12% superannuation
Terms of engagement	Casual
Work location	Geelong Arts Centre, 50 Little Malop Street, Geelong Costa Hall, Deakin University Waterfront Campus, Geelong
Date reviewed	November 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

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workshops and teacher resources. *Creative Engine*, the Centre's industry development hub, 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](#).

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RELATIONSHIPS

Reports to	Facilities Coordinator, Soft Services
Supervises	When working as the Cleaning Supervisor, this role includes supervisory responsibilities, overseeing the day-to-day prioritisation and coordination of workloads within the cleaning team.
Internal Relationships	Facilities, Presenter Services, Technical Operations, Centre staff.
External Relationships	External Cleaning Contractors, Hirers, General Public on occasion.

POSITION OVERVIEW

Geelong Arts Centre cleaners complete daily tasks with calmness and professionalism. This role provides hands on opportunities to showcase high attention to detail and accuracy, demonstrating the ability to multitask whilst staying diligent to the small details. This position encourages teamwork and collaboration with colleagues, leaders, and peers in order to meet objectives across Geelong Art Centre to maintain an enhanced experience for our staff, stakeholders, patrons, and visitors.

Cleaners are responsible for ensuring all buildings and facilities under the management of Geelong Arts Centre are kept to a high standard of cleanliness. Providing excellent customer service standards to internal/external stakeholders, including efficient first response for cleaning and taking initiative to improve and deliver on the Organisations expectation for presentation and service delivery.

Cleaners may also be rostered as a Cleaning Supervisor, a role which involves overseeing daily cleaning operations and acting as the first point of contact for the cleaning team during their shift.

PRIMARY RESPONSIBILITIES

People and teams

- Build and maintain cooperative working relationships with Centre staff and external cleaning contractors.
- Be an active part of the Facilities team, including attending all team meetings and training.

Cleaning

- General cleaning of the Geelong Arts Centre properties in line with the relevant tasks within the Daily, Event and Focused Cleaning Tasks.
- Awareness of and adherence to safe working practices relevant to the role and tasks performed.
- Actively seek and respond to ad-hoc cleaning in a timely manner.



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- Report on consumables requiring ordering, bin collections, or other issues to the Head Cleaner.
- Lead by example in living the Centre's values-in-action and modelling best practice to develop and motivate team members.
- Undertake other duties or projects as reasonably requested.

Cleaning Supervisor

- Oversee day-to-day cleaning tasks and ensure team members follow the assigned cleaning schedule.
- Monitor cleaning standards to ensure consistency, quality, and compliance with health and safety protocols.
- Act as the first point of contact for any cleaning related inquiries or urgent requests from staff or patrons during the shift.

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:

- Good customer service skills.
- Good verbal and written communication skills.

Desirable qualifications and experience

- Recent cleaning experience in a fast-paced environment.

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- Basic understanding of MSDS, general OHS requirements for safe cleaning.
- Experience working in an Arts and/or Government organisation or event cleaning.

Qualifications and experience for Cleaning Supervisor

- Demonstrated ability to coordinate and motivate a small team.
- Ability to remain calm under pressure and manage competing priorities in a busy environment.

Special requirements

- This role is rostered according to activity levels and requires flexibility in working hours to support early morning, evening, and some weekend work as part of the normal hours of duty for this position.
- Physical agility and manual handling are intrinsic requirement of this role. This includes standing for extended periods as well as light manual handling/lifting.
- The following checks, licences and certifications are required for this role:
 - Working with Children's Check (employee)
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:

Analysis and problem solving	Analyses issues from diverse perspectives, draws sound inferences from information available and offers sustainable practical solutions.
Collaboration	Proactively supports working together, shares ideas and provides constructive feedback; respects and values others; encourages camaraderie, cohesiveness and connectedness.
Continuous improvement	Proactively strives to improve efficiency through processes and systems. Fosters and encourages an environment in which creativity, innovation and diversity of thought are valued and rewarded.
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.
Learning Agility	Learns from experiences and seeks opportunities to learn from those who have different lived experiences to their own; welcomes feedback from others and applies learnings to perform successfully in new situations.

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.