



POSITION DESCRIPTION

Position	Head of Audio
Department	Production and Presenter Services
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024</u> and its successors
Award classification	Live Performance Award
Remuneration	\$84,500 pa, plus 12% superannuation
Terms of engagement	Ongoing 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	October 2025
Approved by	Chief Executive Officer & Creative Director

ABOUT GEELONG ARTS CENTRE

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 \$180 million redevelopment, quadrupled public space, installed world-class live performance technology, 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.

Geelong Arts Centre - uniquely positioned as the only regional agency of our kind - 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. Many 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, allocates seed funding, rehearsal space, mentoring and networking to emerging artists, sustaining a vibrant regional talent pipeline.

OUR PEOPLE

At Geelong Arts Centre, our team embodies 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.

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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	Senior Manager, Technical Operations
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 department, 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 regarding Costa Hall.

POSITION OVERVIEW

The Head of Audio leads the delivery of high-quality audio technical production services within all Geelong Arts Centre venue and performance spaces. This role provides specialist technical expertise to support venue hirers and visiting companies to deliver high-quality live events and performances.

This position coordinates the conservation of the Centre's audio assets including systems and equipment servicing, maintenance scheduling, operating information, and storage and retrieval to ensure audio equipment is operational and ready for service.

The Head of Audio leads the day-to-day operations and supports the development and performance of the team. Additionally, this position provides supervision of the broader technical team and operates sound equipment for pre-production, rigging, rehearsal, performances, recordings, and de-rigging of shows and events in line with budgeted schedules.

PRIMARY RESPONSIBILITIES

1 People and teams

- Contribute to the continuous improvement and overall success of the technician department, its services, and functions.

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- Be an active member of the technician team including attendance at team meetings and training.
- Manage, mentor and coach our audio technicians to foster a strong ethic of service delivery, team performance and collaboration.
- Assist in coordinating the day-to-day operations of the technical team including shift rostering, task assignment, new staff inductions, training, recruitment, and performance review.
- Collaborate to provide technical support, guidance, and advice to the Geelong Arts Centre's internal and external stakeholders in the delivery of live events.
- Act as a Supervising Technician when working in show mode, ensuring compliance with Centre operating procedures, standards, policies, and OH&S requirements.
- Design, plan and deliver training for technical staff relating to audio and the use of equipment.
- 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.
- Act in accordance with the Centre's First Aid Management procedure as a First Aid Responder.

2 Technical Services

- Provide specialist pre-production technical expertise, production and operational information and advice to hirers and visiting companies relating to audio services and the operation of audio equipment.
- Safely operate and set up audio, sound and vision equipment for live events. The nature of this work may require working from heights and ability to lift and carry technical equipment.
- Develop, implement and evaluate risk management systems, Safe Work Method Statements and safe working practices for event planning and delivery.
- Identify and problem solve audio technical faults.
- Draw, interpret and create documentation such as schematics, input lists and stage plots.
- Maintain knowledge and awareness of new audio technology and provide advice and continuous improvement recommendations to the Senior Manager, Technical Operations.
- Contribute to the planning, delivery, set-up, and operation of production equipment, including audio, technical networks, staging, furniture and instruments for a variety of shows and events.

3 Equipment and Assets

- Coordinate the audio equipment maintenance program, including completion of regulatory documents and asset replacement planning.
- Coordinate, conduct and supervise inventory checks, risk assessments and site

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inductions of audio equipment.

- Work with the Head of Lighting and Vision, and Head of Staging to implement a maintenance schedule.

4 Other

- 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:

- Minimum 3 years' experience as an audio technician (preferably working in the entertainment or live performance industry)
- Experience leading a team of audio technicians in a large-scale theatre or similar live performance venue.
- Industry-leading expertise of sound equipment used in live performance, and experience applying this knowledge to successfully achieve and create specific sound and artistic effects.
- Proven contribution to the overall professional effect of productions and experiences and applying this knowledge for different situations, venues, and performance scenarios.
- Highly developed stakeholder engagement skills, with a positive diplomatic approach. You must have a flexible working style, and the ability to establish productive working relationships with a variety of people.

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Desirable qualifications and experience

- Possess a relevant Tertiary qualification in Live Performance or relevant field.

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)
 - Current Victorian driver's licence (advising any qualifications, conditions or restrictions)
 - 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.

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.
Planning and organising	Plans, analyses and co-ordinates the delivery of projects / assignments while balancing priorities and resources; continually evaluates progress and re-prioritises work based on changing needs
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.

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Digital literacy	Promotes technical solutions to modernise work practices, ensuring alignment with business requirements and contemporary digital landscape; actively grows capability in digital communication and technology literacy.
Leading teams	Leads with values-in-action, integrity and emotional intelligence to support, develop, motivate, and guide the team to achieve successful outcomes, feel valued and wanting to do their best.

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.