

POSITION:	Casual Production Crew
REPORTS TO:	Managing Director
LOCATION:	Venue Productions Warehouse/Office and other sites as needed
TERM:	12-month casual, contract position
START DATE:	18 January 2021
END DATE:	18 January 2022
HOURS:	Casual
AWARD:	Amusement, Events and Recreation Award
HOURLY RATE:	\$24.36 - \$38.30, plus 9.5% superannuation

COMPANY CONTEXT

Venue Productions started as a side hobby in 2006 and has grown and evolved into one of Adelaide's leading lighting, draping, and theming businesses.

Offering a bespoke styling service and bringing creative innovation to events and venues across Adelaide and South Australia, Venue Productions brings individual concepts, original designs, and personal aspects to each event, guaranteeing the next wedding or event will be special.

1. POSITION SUMMARY – summary of the position

Under the direction of the Managing Director, Casual Production Crew will work with other Venue Productions staff to assist in the development and delivery of jobs contracted to Venue Productions and various administration and warehouse responsibilities for the ongoing operations of Venue Productions as its own entity.

2. ORGANISATIONAL RELATIONSHIP

Reports to:	Managing Director
Supervisors:	Managing Director, Sales Coordinator, Warehouse Coordinator, Production and Projects Coordinator, and Project Supervisors as applicable.
Supervises:	Nil
Internal Liaisons:	Managing Director, Sales Staff, Production Staff, Casual Production Crew and other Venue Productions staff as required
External Liaisons:	Venues, Clients, Suppliers, Contractors

3. KEY RESPONSIBILITIES – key duties and responsibilities.

- Under the direction of the Managing Director, Sales Coordinator and project supervisors, provide production support for projects contracted to Venue Productions.
- Assist with the build, bump in (set up), and bump out (pack down) of all production elements pertaining to projects contracted to Venue Productions, to the highest creative and technical standard possible.
- Understand and comply with all Venue Productions policies and procedures and ensure all safety regulations are followed and safe working practices are observed.
- Under the direction of the Warehouse Coordinator, prepping equipment for projects, inventory management and stocktaking.
- Other duties as directed by the Managing Director.

4. SKILLS AND EXPERIENCE

Essential

- Demonstrated experience working as part of a team.
- Demonstrated experience in working to set deadlines.
- Collaborative working style with an ability to work with a team, and in a hands-on capacity.
- Good organisational and planning skills.
- Good communication and interpersonal skills.
- Open to flexible working hours, with occasional last minute changes.
- Flair for creating beautiful spaces.
- Climbing ladders and lifting, and working in a sometimes fast-paced, often changing environment is part of the job, so please be sure you are comfortable with this.

Desirable

- Demonstrated professional experience, knowledge and skills in production for performing arts, events, festivals, and/or weddings.
- Demonstrated experience as production staff and/or crew.
- Analytical, solutions focused problem solving skills.
- Degree or qualification within a relevant subject.
- Current driver's license.
- Some experience with audio visual equipment including a basic understanding of DMX and lighting and audio equipment would be beneficial, but not a requirement.

5. PERSONAL ATTRIBUTES

- Ability to interact, liaises, negotiate, and communicate effectively with a broad range of people, both internal and external to the company in a professional and ethical manner.
- Creative, lateral thinking and flexible approach.
- Ability to work effectively both independently and as part of a team.
- Reliable and punctual.
- Ability to cope with pressure situations and competing deadlines.
- A positive and enthusiastic attitude with a commitment to the events, wedding

and entertainment industries.

- Excellent attention to detail.
- Self-reliant and self-motivated.
- Patient, amiable and good humored.
- Genuine and continuing interest in production, event logistics and the event industry at large.