

## Position Description:

# Arts, Culture & Heritage Trainee

Classification:  
**Trainee**

Status (FTE):  
**Fixed Term (1.0)**

Division:  
**Community & Culture**

Occupant: **Vacant**

Date: **January 2025**

## Bass Coast

Bass Coast is a fast-growing peri urban coastal shire with a strong focus on the balance of environment, economy, community and culture. At Bass Coast we know the 'environment is our economy' and that creativity and culture are vitally important in shaping our future.

With a proven track record of investing in our people we attract high quality applicants who want to contribute to our community, excel in their careers live the values of Excellence, Passion, Imagination, Integrity & Courage.

## About the Role

The Arts, Culture & Heritage Trainee will assist in delivering exceptional cultural and heritage programs and events. This includes providing technical and operational support, engaging with community stakeholders, and contributing to sustainable practices. The role is an opportunity to develop skills in live production, customer service, and event management while supporting the Council's strategic objectives.

You will achieve this by utilising the organisations key principles of:

- We deliver
- Placing the customer at the centre of everything we do and,
- Being a part of something bigger

## KEY RESPONSIBILITY AREAS

### **Live Production Pathway option 1**

- Assist with technical setup for events, including sound, lighting, staging, and other equipment.
- Support the safe and efficient delivery of events by ensuring equipment and processes meet safety and industry standards.
- Perform regular maintenance and upgrades of technical and stage equipment.
- Collaborate with the production team to ensure consistent, high-quality event delivery.

### **Marketing and Administration Pathway option 2**

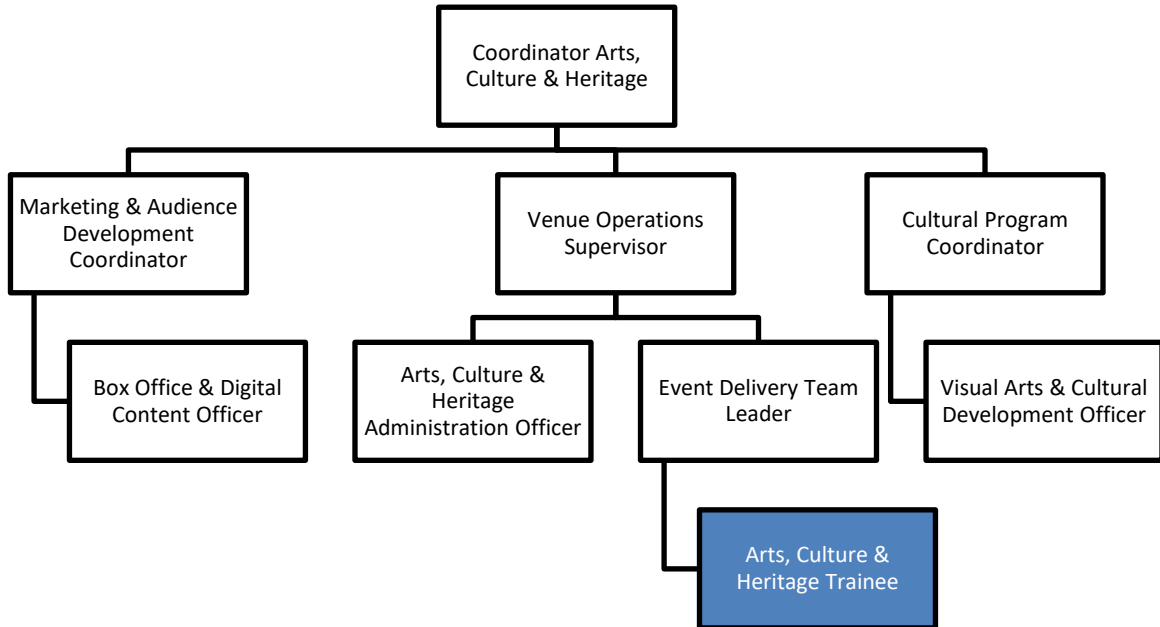
- Assist with the administration of Marketing and Box Office focused activities.
- Support online and digital marketing
- Assist with exhibition installations, as well as meeting, conference, and event setups.
- Help plan, promote, and deliver community arts, cultural events, and exhibitions.
- Take part in the promotion of council events and activities.

### **General Arts areas of position**

- Contribute to cinema operations, including running screenings, kiosk management, and customer service.
- Participate in venue-specific operations training to develop necessary skills.
- Provide excellent customer service, including handling ticket sales, customer inquiries, and front-of-house operations.
- Work on specific projects and tasks assigned throughout the program.
- Assist with manual tasks for live performances and events.
- Complete all required training modules and practical work as part of the Traineeship, including attaining a Certificate III in Live Production or Certificate III in Business Administration.
- Perform other duties as directed, within the scope of the role and your skills.

- Help achieve sustainability goals by maintaining environmentally friendly work practices in line with the Climate Emergency Action Plan 2020–30.

## ORGANISATIONAL RELATIONSHIPS



## CHILD SAFETY COMMITMENT

All employees are accountable for upholding Council's commitment to the safety and wellbeing of children.

We support and respect all children, as well as our staff, contractors, and volunteers. Our organisation is committed to preventing child abuse by identifying risks early and intervening to address these risks. We are committed to the safety of all children, particularly those from diverse backgrounds, including Aboriginal and Torres Strait Islander children, children who are culturally and linguistically diverse, and those with varying needs and/or disabilities.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

While being accountable for the quality, cost and timeliness of work carried out, this is done in accordance with specific guidelines provided and under general supervision. May contribute to emergency management activities when required and directed by the General Manager.

## COMPETENCIES

### **Judgement and Decision Making**

Work procedures will be well understood, clearly documented and readily available. Guidance and advice is always available.

### **Specialist Skills and Knowledge**

May require an understanding of the team's and organisation's fit within the organisation, including relevant policies and procedures.

### **Management Skills**

Outcomes are achieved by managing time, planning and organising own work, may provide guidance or training to other staff in routine matters.

### **Interpersonal Skills**

Relate to others using effective communication tools in resolving minor problems.

### **Qualifications and Experience**

Secondary education with relevant on-the-job training or experience.

## PERFORMANCE CRITERIA

Performance criteria will be developed within the first three months of appointment, recorded and reviewed in accordance with Council's Performance Development Policy and Framework.

## KEY SELECTION CRITERIA

Selection will be based on the following key selection criteria; with reference also made to other skills, knowledge and attributes as required in the position description.

- Some experience or knowledge of technical backstage work (desirable)
- Ability to complete a TAFE level Certificate III in Live Production.
- Ability to work flexibly within a dynamic programming roster.
- Interest in technical event delivery, including sound, lighting, and staging.
- Enthusiasm for self-development and desire to use this opportunity to enhance career prospects.
- Attention to detail.
- Computer literacy.
- Written and verbal communication skills.
- Interpersonal skills and ability to work within a team.
- Completion of Year 12 (VCE) or equivalent and eligibility for admission to a Certificate III level traineeship.
- Current Victorian Driver's Licence.
- Agility and ability to work at heights and in confined spaces.
- Walk distances of up to 2-3 km's per day, occasionally need to lift heavy equipment, working hours will vary depending on productions & events and will include weekends and evenings when required

## PRE-EMPLOYMENT CHECKS

Applicants will be required to undergo pre-employment checks including but not limited to a Police Records Check, a Medical Check and a Working with Children check.

## Position Description – Arts Culture & Heritage Trainee

### Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.

**Employee Name:** TBC

**Date PD Issued:** January 2025

**Position:** Arts Culture & Heritage Trainee

**Host Employer:** Bass Coast Shire Council

**Supervisor:** TBC

**Host Employer Address:** 76 McBride Avenue WONTHAGGI Vic 3995

**Westvic Staffing Solutions Field Officer:** Katherine Cousins

Refer to Bass Coast Shire Council attachment

- **Key Responsibility Areas**
- **Key Selection Criteria**
- **Competencies**
- **Organisational Relationships**
- **Accountability and extent of authority**
- **Pre-Employment Checks**

### Workplace Health and Safety:

- Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions
- Cooperate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that is provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay

### Additional Information:

- **Hours Per Week:** 38
- **Days per Week:** Monday- Sunday
- **Award / Agreement:** National Training Wage Level A / Bass Coast Shire Council EA
- **Superannuation:** 11.5%
- **Commencement Hourly Rate:** TBC

**Copy to:**  Employee

Host Employer

Main File