



2021 TECHNICAL TRAINEE

ABOUT THE POSITION

HotHouse offers a one-year full-time technical traineeship for a regionally based person who has a strong interest and basic understanding of theatre. The traineeship includes training in the delivery of the technical elements of theatre as well as venue and equipment maintenance. It leads to accreditation in Certificate III in Live Production & Services, delivered in partnership with Arts Centre, Melbourne and is assessed on the job here at HotHouse.

Following the company induction process, (including a probationary period) the trainee will become a member of HotHouse full-time staff and is expected to participate in all company activities.

During the year, the trainee works toward Certificate III in Live Production and Services ([CUA30413](#)). In order to complete the qualification, the trainee must be assessed as competent in six core modules and nine elective models. The overall structure, delivery and assessment of training is flexible and holistic and is built around HotHouse's schedules.

Note: This is a formal traineeship therefore applicants with existing formal entertainment industry qualifications may be ineligible.

Wage: National Training Wage (\$22,090 pa) plus Superannuation as per the Superannuation Guarantee Levy (currently 9.5%)

RTO: Arts Centre, Melbourne

Length of Contract: 1 Year.

Commencement Date: 8 February 2021

Hours of Work: On average a 38 hour week around the requirements of the production schedules.

TECHNICAL TRAINEE POSITION DESCRIPTION

The trainee position provides on-the-job training for the development of skills and knowledge in the safe and effective practice of theatre technical production work which includes practical and written assessments and workplace observation of skills.

Under the guidance and direction of the Operations/Production Manager they will assist in the delivery of venue and production events. Through learnt experience and application of training and policy, they also assist the safe operations of the venue. They assist and undertake any general maintenance of the Butter Factory Theatre, HotHouse Theatre Office, the residency FarmHouse, and the company's equipment.

The Technical Trainee will work with all staff to deliver events and productions to ensure high levels of customer service and stakeholder satisfaction are maintained.

Key Relationships

Internal Relationships: The Technical Trainee reports to the General Manager through Operations/Production Manager. Under the guidance and supervision of their Manager they work to deliver the strategic objectives of the company. Along with all staff, they may at time report directly to the Artistic Director/CEO.

They will also work closely with the Artistic Program Producer for the delivery of HotHouse Events and Projects and the Administration Coordinator regarding the requirements for external hirer requirements, venue bookings, stock and staffing needs.

External Relationships: Hirers, Touring Production Staff, contractors and suppliers and the general public

Tasks and areas of responsibility

YEAR 1 - Completion of Certificate III in Live Production and Services

Completion of detailed notation of tasks performed through the Training Log Book

HotHouse activities and productions (including external hires of venue/equipment)

- Assist in the delivery of operational elements of the venue to ensure positive experiences for both customers and clients including staffing of events.
- Undertake, as instructed any duties of venue operations and facility management to ensure the safe operations of the Butter Factory Theatre and technical department including equipment maintenance.
- As applicable operate lighting and sound for performances as required
- Assist in the effective delivery of production requirements for all productions, external hires and other artistic activities in the year.
- When required, act as venue warden for HotHouse projects and hirers to ensure the safety of patrons and staff as required.

Technical and Building Management

- Assist with the maintenance and organisation of any fittings, furniture and venue technical equipment and additional HotHouse storage areas. This includes: providing immediate repairs where qualified and skilled to do so, participating in any planned maintenance, and renewals as required working in conjunction with the building owner (City of Wodonga) and external contractors.
- Assist with the maintenance of the registers of equipment, building services and cyclical maintenance.
- Contribute to the any upgrades of building and technical equipment within the scope of HotHouse Theatre responsibility.

WH&S, Policies and Procedures

- Assist in the delivery of the HotHouse Emergency Control program including bi-annual Emergency Planning Committee meetings.
- Contribute to the formulation and implementation of policies and procedures relating to the operation staff activities, theatres generally, safety in the workplace, hazard identification and risk assessment, duty of care for patrons, hazardous performance conditions, and for the development of procedural documents relating to these policies.
- Actively seek out opportunities to improve practices and procedures to enhance the overall experience for customers and clients and achieve efficiencies in service delivery.
- Ensure compliance of all staff and contractors with respect to Equal Opportunity policy, procedures and requirements, and undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination and supports the diverse skills, backgrounds and values of others.
- Adhere to the Code of Conduct - Discrimination, harassment, sexual harassment and bullying^[1]
- Ensure WH&S requirements are met including:
 - Ensuring safe and proper work practices are employed by staff and contractors in all workplaces
 - Taking all reasonable care in the performance of duties so as to prevent injuries to self or others (including members of the public)
 - Reporting all injuries, accidents, incidents or unsafe conditions in the workplace and co- operating in rehabilitation of fellow employees including reasonable workplace changes and facilitating the early return to work of injured employees

Other

- Assisting as required with the scheduling, upkeep, security and maintenance of company vehicles, including servicing and repairs as needed within the annual budget.
- Other tasks as required

SELECTION CRITERIA

Essential

- A basic understanding of theatre protocols and practice
- Desire to build a career in technical theatre
- Demonstrated written and spoken communication
- Ability to undertake physical work including manual lifting and working at heights
- Ability to work proactively within a team.
- Demonstrated strong attention to detail.
- Willingness to build knowledge of safe work methods and practices
- Demonstrated ability to work calmly in stressful situations and environments

Desirable

- Current drivers' licence or readiness to acquire