

COORDINATOR, TECHNICAL TRAINING & DEVELOPMENT

Position Description

The Pillar/Business Unit

The Production department sits within the Performing Arts pillar and comprises of a team that delivers production services for ACM across Staging, Lighting, Audio, Broadcast, Wardrobe, Stage Management, and Safety/Training to enable the safe and efficient delivery of events across all of our venues and spaces.

The Production Team is responsible for meeting the Trust's strategic aims to:

- 1) undertake a series of events of world significance every year
- 2) Incorporate and promote innovation and style in the development and delivery of our programs, ensuring their relevance to Melbourne, Victoria, and Australia
- 3) Develop and utilise all our assets, working across our whole estate externally and internally, and linking the experience of the Arts Centre through to the Bowl
- 4) Grasp the opportunities for arts and culture within the digital sphere
- 5) Have a collaborative approach to working with our partners, seeking to promote the most the most significant achievements possible
- 6) Establish a leading reputation for excellence in theatre technical training, management and leadership

The Role

This position supports Arts Centre Melbourne team members & the wider industry sector by contributing to current & ongoing development, coordination and facilitation of high-quality RTO & organisational training programs for individual and team learning.

Type	Variable Time .08
Reports to	Manager, Technical Training & Development
Direct Reports	N/A
Salary/Hourly Rate	ACM Enterprise Agreement 2018 Band 3.2
Key Relationships	<i>Internal</i> <i>Production, Facilities, Security, IT, People & Strategy team</i> <i>External</i> <i>Industry Associations & Networks, External Clients, Regularity bodies, Training service providers, hirers & presenters</i>
Delegation	Financial and people delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation) and off site delivery.
Other	Live Performance Employee under the ACM Enterprise Agreement 2018 Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification) You will hold a current TAE40116 Certificate IV in Workplace Training & Assessment (preferred) Or agree to undertake the necessary training & assessment as/when provided by ACM. You will hold a current CUA40415 Certificate IV in Live Production & Technical Services (or higher) or relevant level current industry experience.
Last Reviewed	Jan 2022

KEY CRITERIA

Your capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity

Your qualifications and experience

- TAE40116: Certificate IV Training & Assessment (Preferred) Or agree to undertake the necessary training & assessment as/when provided by ACM.
- CUA40420: Certificate IV Live Production and Technical Services (Preferred) and /or relevant level current industry experience.

Your skills and attributes

- Experience working within a Production technical team in theatre or entertainment industry preferably in a senior technician capacity.
- Proven ability to apply effective planning, organising and communication skills.
- Experience with technical training instruction and group facilitation.
- General knowledge of theatre technologies of lighting, staging, sound & vision, stage or production management with specialist knowledge & experience working in at least 1 area.
- General knowledge of competency-based training and assessment within the Australian Qualification Framework.
- Experience with organisational record keeping, RTO Student Management Systems and RTO data reporting (preferred)
- Proficiency in word processing and preparation of presentations including online training delivery methods i.e. Microsoft Word, Teams, PowerPoint. Excel. and Zoom.

In the role you will

Accountabilities:

- Coordinate delivery of training & assessment courses and programs within budget and on time
- Contribute to evaluation of technical training and development needs of individuals and teams.
- Assist Manager, Technical Training and Development by planning internal and external training and scheduling training calendar.
- Assist technical team content experts with developing learning and assessment materials.
- Organise, source or develop training programs to address competency gaps as required.
- Coordinate training through promoting, enrolling and monitoring of training scheduling & timelines for participants enrolled in training & programs.
- Prepare facilities, equipment, learning & assessment materials for training sessions as required.
- Facilitate basic technical and compliance training sessions as required.
- Contribute to continuous improvement of training processes.
- Maintain working knowledge of RTO student management system database and relevant upgrades and ensure training record are accurate and up to date.
- Send out reminders for certificates/licences that require renewal.
- Provide reports on training outcomes as required.
- Compile relevant data and submit RTO compliance reporting as per AQTF requirements in a timely manner
- Conduct training & assessment for accredited units of competency as per RTO standard guidelines
- Monitor & maintain records of professional development of all RTO trainers/assessors as per RTO standards
- Contribute to organisational reporting needs when required

- Maintain qualifications completions register and issue certification as per RTO standards
- Report any non-compliance issues to RTO management

Decision making:

- Under the broad direction of the Manager, Technical Training & Development the incumbent will be required to make evaluations about suitability of training programs to meet training and development needs of learners, employers
- The incumbent will be required to work autonomously and make independent decisions in relation to RTO data reporting and the coordination & delivery of training programs
- In contributing to the development of training materials, programs and facilitation the incumbent will be required to contribute independent creative thought for effective and continuously improving training outcomes.

Systems:

- Experience with competency based organisational record keeping, RTO Student Management Systems and RTO data reporting(preferred)
- Proficiency in word processing and preparation of presentations including online training delivery methods i.e. Microsoft (Word, Teams, PowerPoint. Excel) & Zoom.

Working environment/physical requirements:

- General office work with a strong emphasis on computer usage
- May be required to carry light equipment, work at height and attend site outside of normal hours.
- Flexibility of rostered working days may be required in order to accommodate planned delivery of training & assessment services
- May be required to travel outside of metropolitan areas and stay overnight in accommodation on occasions.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2018.

You demonstrate our values

- Leadership – courage and conviction.
- Creativity – a boundless imagination.
- Care More – a place for everybody.
- Community – working together.
- Equity – fairness & justice.