

POSITION DESCRIPTION

Position Title:	World Theatre Relief
Position Number/s:	CCB-C01
Employment Type:	Casual
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream B) Award – State 2017
Classification:	Senior Ticket Seller
Directorate:	Corporate and Community Building

POSITION OBJECTIVE

The focus of this position is to support the World Theatre function. Requirements include, but are not limited to cinema operations, venue hire, live theatre activities, technical and operational duties, staging of hired performances and events, and box office and candy bar operations.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Events Coordinator
Directly supervises:	Nil

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Provide assistance to World Theatre staff to achieve operational requirements.
2. Provide assistance with cinema operations including box office, candy bar operations, projectionist duties where required and hospitality activities associated with the preparation and serving of food and beverages.
3. Undertake cleaning activities and preparation of the various spaces between cinema screenings or live activities.
4. Provide assistance with live theatre activities including technical and operational duties related to lighting, sound and other technical systems, and operation of projection equipment and staging systems as required.
5. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
6. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

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POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Experience in theatre and cinema operations, including candy bar and box office operations.
- Proven written and verbal communication skills, including the ability to liaise and negotiate with a wide range of people at all levels.
- Proven organisational skills and ability to determine work priorities to meet deadlines and manage time effectively.
- Ability to work independently or in a team environment in an efficient, effective, professional and positive manner.
- Experience in hospitality activities associated with the preparation and serving of food and beverages.
- Knowledge of online ticketing software, and cash floats and balancing.
- Competent in computer operations, including email & Microsoft Office applications (Excel, Word).
- Proven customer service skills.
- Proven understanding of purchasing procedures and stock control.
- Availability to work nights and weekends.

| Education/Qualifications |

Essential:

- A current Working with Children check (Blue Card).

Desirable:

- Responsible Service of Alcohol and/or Food Handling competency.

| Licences |

Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

Sufficient physical ability to work in a theatre setting, operate theatre equipment, negotiate stairs, and perform moderate manual handling tasks.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____