

# POSITION DESCRIPTION

FEBRUARY 2023

**Role:** PRODUCTION ASSISTANT

**Department:** OPERATIONS

**Reports to:** PRODUCTION MANAGER

## PURPOSE

*The Production Team is a high performing support unit within the Operations department, who are committed to working together to deliver all SSO concerts and events to a standard of excellence. The Production Assistant role is a casual role within the Production Team.*

*The Production Assistant supports the Production team in undertaking all staging and production requirements for SSO rehearsals, concerts and other activities. The Production Assistant undertakes tasks associated with the day to day handling of SSO-owned instrument and equipment assets and ensures a safe working environment for performers and staff.*

## KEY RESPONSIBILITIES

- Assist with freight movements of SSO equipment, instruments and wardrobe.
- Set, change and strike the stage for the Orchestra.
- Assist venue technical and recording crews to implement all lighting, sound and audio-visual requirements for SSO activity.
- Assist with the set-up of sound monitoring equipment on stage.
- Assist with the collection and distribution of music folders.
- Observe Work Health and Safety policies and procedures, including but not limited to:
  - Adhering to safety solutions provided
  - Using equipment in a safe and responsible manner
  - Using safety and personal protective equipment when required and/or provided
  - Participating in discussions on safety implementations as they arise
  - Immediately reporting any hazards or unsafe work practices to the most senior member of the Production Team present at the time
- Assist with ensuring secure storage of the orchestra's equipment, instruments and wardrobe
- Attend Production Team and other meetings if required and action any items arising from these meetings as directed
- The Production Assistant may be allocated other duties as required and within the scope of their skill, competence and training.

## HOURS

The Production Assistant often works on weekends, evenings, and mornings, sometimes outside ordinary working hours of 7am to midnight on Monday-Saturday. The Production Assistant works as part of a team but may also be assigned to work unaccompanied.

## LOCATION

Locations of work include the Lilyfield storage facility, Sydney Symphony Orchestra rehearsal and concert venues, and The Rocks Administration Office.

## QUALIFICATIONS & EXPERIENCE

- Ability to learn stage set up in professional classical and commercial productions
- Ability to learn asset management including appropriate storage and handling of musical instruments and technical equipment
- Ability to learn responsibility for workplace health and safety systems in professional orchestral productions
- Capacity for manual handling
- Ability to work equally well in a team environment as well as independently
- Ability to work well with creative personnel
- Ability to work under time pressure
- Excellent personal presentation
- Strong communication and interpersonal skills
- Initiative
- Knowledge of and interest in orchestral music
- Computer literacy including Microsoft Office
- Current NSW Driver Licence

## DEVELOPMENT

- Acquire and extend skills in staging and delivery of Orchestral productions
- Acquire and develop team-building and personal negotiation skills

## ELIGIBILITY

The Sydney Symphony Orchestra is an equal opportunity employer; the right to work in Australia; subject to a possible Police Check.

To apply for this job please send a CV and cover letter to [recruitment@sydneyorchestra.com](mailto:recruitment@sydneyorchestra.com)

## CAPABILITIES

All Sydney Symphony employees must demonstrate the following professional capabilities in their job roles. Depending on the level of job role seniority, employees work towards Foundational, Intermediate, Adept, Advanced or Highly Advanced skills in each capability area through annual performance review assessments and ongoing professional development and coaching from supervisors, mentors and peers.

### PERSONAL ATTRIBUTES

- 1. Display Resilience and Courage:** Be open and honest, prepared to express your views, and willing to accept and commit to change
- 2. Act with Integrity:** Be ethical and professional, and adhere to the Sydney Symphony Values
- 3. Manage Self:** Show drive and motivation, a measured approach and a commitment to learning
- 4. Value Diversity:** Show respect for diverse backgrounds, experiences and perspectives



### RELATIONSHIPS

- 1. Communicate Effectively:** Communicate clearly, actively listen to others and respond with respect
- 2. Commit to Customer Service:** Provide customer centric services in line with Sydney Symphony service and organisational objectives
- 3. Work Collaboratively:** Collaborate with others and value their contribution
- 4. Influence and Negotiate:** Gain consensus and commitment from others and resolve issues and conflicts



### RESULTS

- 1. Deliver Results:** Achieve results through efficient use of resources and a commitment to quality outcomes
- 2. Plan and Prioritize:** Plan to achieve priority outcomes and respond flexibly to changing circumstances
- 3. Think and Solve Problems:** Think, analyse and consider the broader context to develop practical solutions
- 4. Demonstrate Accountability:** Be responsible for own actions, adhere to legislation and policy and be proactive to address risk



### BUSINESS ENABLERS





- 1. Finance:** Understand and apply financial processes to achieve value for money and minimise financial risk
- 2. Technology:** Understand and use available technologies to maximise efficiencies and effectiveness
- 3. Procurement and Contract Management:** Understand and apply procurement processes to ensure effective purchasing and contract performance
- 4. Project Management:** Understand and apply effective planning, coordination and control methods



### PEOPLE MANAGEMENT

- 1. Manage and Develop People:** Engage and motivate staff and develop capability and potential in others
- 2. Inspire Direction and Purpose:** Communicate goals, priorities and vision and recognise achievements
- 3. Optimize Business Outcomes:** Manage resources effectively and apply sound workforce planning principles
- 4. Manage Reform and Change:** Support, promote and champion change, and assist others to engage with change



Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Foundational</b>
	<b>Manage Self</b>	<b>Intermediate</b>
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	<b>Think and Solve Problems</b>	<b>Foundational</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Foundational	<ul style="list-style-type: none"> <li>Behave in an honest, ethical and professional way</li> <li>Build understanding of ethical behaviour</li> <li>Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation</li> <li>Speak out against misconduct and illegal and inappropriate behaviour</li> <li>Report apparent conflicts of interest</li> </ul>
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth, and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Stay motivated when tasks become difficult</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Build a supportive and cooperative team environment</li> <li>Share information and learning across teams</li> </ul>

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Think and Solve Problems	Foundational	<ul style="list-style-type: none"> <li>• Acknowledge outcomes that were achieved by effective collaboration</li> <li>• Engage other teams and units to share information and jointly solve issues and problems</li> <li>• Support others in challenging situations</li> <li>• Use collaboration tools, including digital technologies, to work with others</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Ask questions to explore and understand issues and problems</li> <li>• Find and check information needed to complete own work tasks</li> <li>• Identify and inform supervisor of issues that may have an impact on completing tasks</li> <li>• Escalate more complex issues and problems when these are identified</li> <li>• Share ideas about ways to improve work tasks and solve problems</li> <li>• Consider user needs when contributing to solutions and improvements</li> </ul>