



City of
Kalgoorlie
Boulder

Position Description

Position Title: **Venue Technician Trainee**

Position Details

Position Number	2103
Position Classification	Level 2/1 – 2/7
Status	Permanent Full Time
Directorate	Advocacy & Strategy
Business Unit	Facilities
Work Location	Goldfields Arts Centre
Reports To	Head Technician
Supervisory Responsibility	Nil

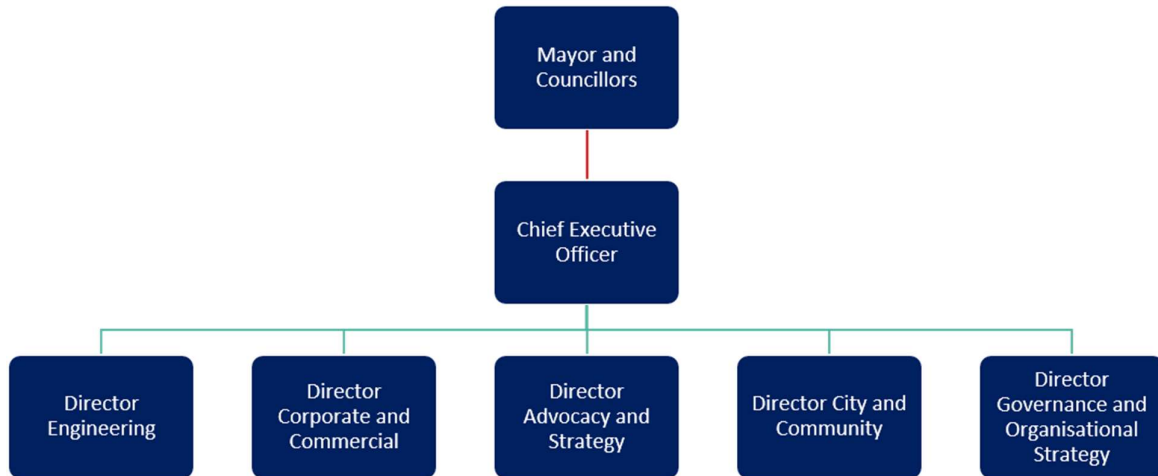
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

'Working together for the place and people we call home.'

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

Position Objectives

To develop practical skills and industry knowledge across technical production, venue operations, customer service, events, and arts administration while undertaking a recognised qualification. The position supports the delivery of performances, exhibitions, events, and venue hires within the Goldfields Arts Centre and provides hands-on experience across multiple operational areas to establish a career pathway within the arts, entertainment, and events industry.

Key Responsibilities & Duties

Key accountabilities

Technical Production Support

- Assist with the setup, operation, and pack-down of lighting, audio, staging, projection, and audiovisual equipment.
- Provide backstage and technical support for performances, events, exhibitions, and venue hire activities.
- Assist with basic maintenance, testing, and storage of technical equipment.
- Learn and apply safe operating procedures relating to production and staging activities.
- Support visiting artists, performers, technicians, and production crews.
- Participate in technical rehearsals and event preparation activities.

Venue Operations

- Assist with venue preparation, room setups, furniture movements, and event layouts.
- Support venue presentation by maintaining clean, organised, and safe public and operational areas.
- Assist with exhibition installations and gallery changeovers.
- Undertake general operational duties to ensure the efficient running of the facility.
- Assist with stock control and equipment inventory management.

Learning and Development

- Actively participate in formal training and study requirements associated with the traineeship.
- Apply knowledge gained through study to workplace activities.
- Complete assessments, workplace learning objectives, and competency requirements within agreed timeframes.
- Participate in coaching, mentoring, and professional development opportunities.
- Demonstrate commitment to continuous learning and skill development.
- Participate in team meetings and contribute to operational improvements.
- Perform other duties as directed.

Key Performance Indicators

Training and Development

- Progression toward successful completion of the nominated qualification.
- Achievement of agreed workplace learning objectives and competencies.
- Demonstrated growth in technical and operational skills.

Technical Operations

- Safe and effective participation in event setup and delivery.
- Increasing competency in operating technical equipment and systems.
- Adherence to venue procedures and safety requirements.

Judgement & Decision Making

- Works under supervision whilst developing knowledge and practical skills.
- Exercises judgement appropriate to level of training and experience.
- Identifies issues and seeks guidance when necessary.
- Demonstrates initiative in undertaking routine tasks and learning opportunities.
- Prioritises tasks within established procedures and instructions.

Skills & Knowledge

Essential

- Demonstrated interest in technical production, live events, performing arts, or venue operations.
- Willingness to undertake and complete formal study as part of a traineeship program.
- Strong customer service and communication skills.
- Ability to work effectively as part of a team.
- Willingness to undertake manual tasks and physical activities associated with venue operations.
- Basic computer literacy.
- Commitment to workplace health and safety principles.
- Ability to work flexible hours, including evenings and weekends.

Desirable

- Previous volunteer or paid experience in events, arts, entertainment, hospitality, customer service, or community activities.
- Basic understanding of sound, lighting, staging, or audiovisual equipment.
- Current C Class Driver's Licence.
- First Aid Certificate.
- Working at Heights, EWP, or White Card accreditation (or willingness to obtain).

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.

- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.

