

POSITION TITLE:	Production Officer	CLASSIFICATION:	Band 5
REPORTS TO:	Coordinator Festival and Events	CONTRACT:	Permanent Part time
DEPARTMENT:	Creative Communities		

OUR STRATEGIC CONTEXT



PURPOSE

Our organisation is accountable, sustainable and delivering effective services to our community.

VISION

Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures.

VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

HOW YOUR ROLE CONTRIBUTES

The Production Officer supports the Festivals and Events/Prahran Square unit with the day-to-day coordination of operational requirements for the delivery of successful large-scale outdoor events, festivals, concerts and activities.

RESPONSIBILITIES	KEY OUTCOMES
Events	<ul style="list-style-type: none"> Provide on-the-ground direction and guidance to external contractors and staff to deliver event logistics to a high standard and ensure the successful installation and disbandment of infrastructure during events, festivals and programs Coordinates logistics of staff, equipment and operations, including requirements of external contractors, while maintaining optimum levels of customer and client satisfaction Maintains in-house event related equipment and infrastructure to support the continual improvement of processes for operations and delivery of services
Finance and Contractors	<ul style="list-style-type: none"> Sources quotes and determines costs for projects delivered by the Festivals and Events team including production requirements. Supports the successful achievement of agreed budgets, quoting and costing requirements. Supports the preparation of contracts and management of contractors. Processes accounts including raising purchase orders, invoicing and follow up of payment.
Other	<ul style="list-style-type: none"> Actively contributes to the production and delivery of a stimulating, engaging and logistically achievable program of activities and events. Contributes to the continual improvement of processes for operations and delivery services. Contributes to the timely and consistent reporting of festivals, events and activities. Contributes to safe development and excellent delivery of festivals, events and activities Other duties as directed within the skills and abilities of a position at this level

KEY WORKING RELATIONSHIPS



Direct reports: Supervises project and event staff, volunteers, interns, and onsite teams as required.

Internal: Festivals and Events and Prahran Square, Creative Communities, Community and Wellbeing and a range of internal departments for the delivery of events, activations, and festivals across a range of locations throughout the municipality

External: Event and activation organisers and suppliers, a broad range of contractors

REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> Demonstrated capacity to work collaboratively in a team environment and positively contribute to process improvements. Provide information and guidance to event staff, contractors and stakeholders for the delivery of events and logistics. Research, coordinate and deliver logistics related to events and programs, including production operations, staffing, contractors, volunteers, audio, lighting, audio visual, staging and stage rigging. Accountable for the accuracy and timeliness of information provided. Identify risk and apply risk management processes as required.
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	<ul style="list-style-type: none"> Guidance and advice from senior team members is always available.
Judgement and decision making	<ul style="list-style-type: none"> The ability to multi-task, resolve day-to-day problems, work well under pressure and consistently meet tight deadlines within operational policies, procedures and relevant legislation. The Production Officer has scope to exercise discretion within specific guidelines clearly defined by the Coordinator Festivals and Events.
Specialist knowledge and skills	<ul style="list-style-type: none"> Relevant experience in indoor and outdoor festival and event production, including technical requirements, operations and logistics - including all administrative planning and on-the-ground coordination Excellent administrative and computer skills and an understanding of planning and preparation of festivals and events as well as policies and practices for the delivery of safe and successful events
Interpersonal skills	<ul style="list-style-type: none"> Excellent interpersonal/communication skills and a proven ability to work collaboratively and maintain a broad range of partnerships, relationships, contractors and stakeholders Ability to discuss and resolve day-to-day problems in a courteous and professional manner Excellent facilitation skills in gaining cooperation from event participants, members of the public, service providers and colleagues. Demonstrated capacity to work collaboratively in a team environment and positively contribute to the team including the ability to contribute to process improvements
Qualifications and experience	<ul style="list-style-type: none"> Experience in the delivery of technical requirements for outdoor and indoor events (including concerts) Experience in the logistics and operations for outdoor large-scale festivals and events, including risk management. Post-secondary qualifications in a relevant discipline would be advantageous. Current Victorian driver's licence and current Working With Children Check or ability to obtain. Forklift licence is desirable.

Capability Framework: Level 1 Accomplished

Capabilities are the essential skills and behaviors needed for effective role fulfillment, represented as observable actions

Project Management	Develop essential skills in effective planning, coordination, and control. Responsibilities include tracking tasks to ensure deadlines are met, understanding team objectives, managing time efficiently, and providing valuable feedback for continuous improvement, all contributing to the overall success of the project.
Change	Creating Path Through Change" by advocating for continuous improvement and contributing new ideas to enhance processes. You will embrace innovative approaches and utilize data to identify opportunities for enhancing work systems, ultimately benefiting both our business and community.
Communication	Effectively communicate with clarity and respect, actively listen and engage with others, adapt language and non-verbal cues as needed, prepare well-structured written materials, and contribute regularly to team discussions and community engagement.
Good governance	Utilise technologies and data to enhance efficiency while ensuring compliance with information security and organisational policies. Support process improvements and help colleagues understand relevant guidelines and procedures.
Achievement	You will deliver customer and community-focused services aligned with strategic objectives. You will seek diverse perspectives, build internal and external networks, and complete tasks on time under guidance. Contributing to resource allocation and team goals, your work will prioritize the needs of customers and the community.
Leadership Impact	You will contribute to a culture of continuous improvement by embracing feedback and supporting your colleagues. You will help ensure that everyone understands how their roles align with our goals and participate in recognising high-quality work while promoting the value of diversity within Stonnington.

WHAT WE ARE ALL RESPONSIBLE FOR



Workplace Health, Safety and Wellbeing:	We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.
Diversity, Equity and Inclusion:	We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.
Code of Conduct:	We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.
Service Promises:	We Empathise We are Responsive We are Transparent We are Consistent We Follow Through
Safeguarding Children and Young People:	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.

Sustainability:

We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date:

18 August 2025