

# Melbourne Symphony Orchestra

## POSITION DESCRIPTION

<b>Job Title</b>	Production Trainee	<b>Date</b>	June 2024
<b>Department</b>	Operations	<b>Reports to:</b>	Head of Media & Production
<b>Location</b>	Various	<b>Role Status:</b>	Fixed Term Rostered

### 1. POSITION PURPOSE

Reporting to the Head of Media & Production, the Production Trainee supports the production and technical requirements of company activities, including stage setups, stage changes, bump in/out, and other duties as reasonably required.

### 2. MSO VALUES and GUIDING PRINCIPLES

#### VALUES

Innovation, Collaboration, Respect, Diversity

#### GUIDING PRINCIPLES

**We listen** to each other, and we listen to our audiences. We continuously tune into building connections that bring joy and validation.

**We create** welcoming experiences that showcase the beauty and wonder of artistic craft. Innovate performances that elevate the moment and endure in the spirit.

**We unite** our individual strengths and celebrate our unifying love of music, fostering understanding and belonging.

### 3. DIMENSIONS and WORKING RELATIONSHIPS

Reports to	Head of Media & Production, Director of Operations (AYO)
Direct Working Relationships	<ul style="list-style-type: none"><li>▪ MSO administration, Musicians, guest artists</li><li>▪ AYO administration, Operations, participants, guest artists</li><li>▪ Venue personnel, contractors</li></ul>

#### 4. MAJOR RESPONSIBILITY AREAS

The main responsibilities of the Production Trainee are

- Setup and pack down the orchestra
- Work onstage during events for stage changes when required
- Assist with the cartage of MSO equipment alongside freight providers
- Provide administrative support for the Head of Media & Production, Production Manager, and Production Coordinator where required
- Actively work to reduce the Occupational Health and Safety risks to the company
- Engage on all training activities fully

5. KEY RESULT AREA	MAJOR ACTIVITIES
<b>Orchestral Activities</b>	<ul style="list-style-type: none"> <li>• Setup and pack down the orchestra</li> <li>• Work onstage when required during performances</li> <li>• Liaise with orchestra members on issues affecting their performance area</li> <li>• Setup ancillary requirements for performances</li> <li>• Assist in packing and unpacking freight vehicles</li> </ul>
<b>Training Activities</b>	<ul style="list-style-type: none"> <li>• Undertake training opportunities in a proactive and engaged manner</li> <li>• Work under direction of MSO training partners as required</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Carry out any other associated duties as reasonably requested.</li> </ul>
<b>Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>• Comply with all MSO policy and procedures to ensure that all occupational health and safety (OHS) risks are minimised through awareness and application of safe working practices</li> <li>• Maintain regular awareness of surroundings and potential safety hazards and actively work to minimize these risks where present or foreseeable</li> </ul>

#### 6. DECISION MAKING AUTHORITY

The position holder works under the general direction of Head of Media & Production

#### 7. ESSENTIAL CRITERIA

- Willingness to ask questions
- Ability to work in a fast paced and demanding environment
- Ability to work rostered shifts at various times and days
- Interest in career within the live event production industry

#### 8. DESIRABLE CRITERIA

- Current Drivers Licence
- Relevant live event production experience in concerts and/or theatre
- Ability to read music

#### 9. PERSONAL CHARACTERISTICS

- Exceptional attention to detail
- Ability to work under direction and as part of a team
- Well-developed communication skills
- Ability to learn and adapt to new tasks quickly and efficiently
- High level of physical fitness and ability to lift

#### 10. POSITION DESCRIPTION MAINTENANCE

<b>Date of last review:</b>	June 2024
<b>Conducted By:</b>	Head of Media & Production
<b>Date for next review:</b>	January 2025