

RISING :

POSITION DESCRIPTION
FEBRUARY 2021

ROLE :	TECHNICAL DRAFTPERSON
TEAM :	DELIVERY
TERM :	FULL TIME; FIXED TERM UNTIL JUNE 2022
REPORTING TO :	HEAD OF TECHNICAL SERVICES

RISING

[RISING](#) is a surge of art, music, performance and ceremony in the heart of Melbourne. Taking the place of the Melbourne International Arts Festival and White Night Melbourne, RISING is a major cultural event for the Asia Pacific Region created by a diverse team of local, national and international artists and curators. Interlocking circles of experience and connection will radiate through the night, as the city re-synchronises and is re-energised with public art, performance and music spanning the emerging and iconic, the epic and intimate.

THE ROLE

Assisting the Head of Technical Services, you'll create, collate and distribute technical drawings, festival-wide. Working with the Delivery team and other key staff you'll contribute to the ongoing discussions around the development of the technical and production resources required for the event delivery. You're a team player who ensures all relationships within the project are cooperative, supportive, enthusiastic, team-orientated and effective.

You're a stickler for accuracy with high standards and sound judgement, but you also recognise you work with human beings, so you're flexible, open and collaborative—particularly when it comes to competing priorities.

You're able to adapt to a fluctuating workload and a dynamic, demanding work environment. No one holds you to a higher standard than yourself—you believe in personal accountability and understand delegations of authority. You're comfortable and experienced in guiding and setting expectations with your team members.

DAY-TO-DAY, YOU WILL :

TECHNICAL DRAWINGS

- Assist the Head of Technical Services to devise and maintain a Publication Schedule for all Technical Drawings, utilizing a variety of IT platforms including Excel, Monday, Artifax
- Assist the Head of Technical Services to devise and implement a robust process for managing drafting requests
- Work with the Head of Technical Services to define and standardize all technical drawings, Festival wide
- Manage Sharepoint filing of all drawings and associated pdf outputs
- Liaise with the Delivery Planning Team to scope and develop a suite of technical drawings required for Event Plan, staffing deployment and permit application purposes
- Liaise with the Project Teams to scope and develop a suite of technical drawings required for communication, technical and operational planning and site management purposes
- Liaise with the Audience Experience Team to scope and develop a suite of technical drawings required for capacity and operational planning
- Attend production site visits for venues, suppliers and staff as required to present and represent drafting requirements.
- Liaise with select suppliers to provide specific technical drawings for purpose
- Undertake all Technical Drawing as required for the Festival
- Ensure all Technical Drawings created by this role or by others adheres to the uniform Festival standard.
- Ensure all Technical Drawings are delivered to required recipients in a timely manner, where necessary seeking out input from stakeholders to ensure deadlines are met
- Provide expertise and training in drafting to those that may require it.
- Assist the Head of Technical Services in managing licensing for technical drawings solutions including AutoCAD, Vectorworx, SketchUp, NearMaps, Revit as required
- At Festival-Time undertake duties of Technical Services Coordinator in support of the Technical Services Manager

RISK MANAGEMENT

- Be familiar with the organisation's Risk Management procedures and ensure all OH&S procedures are followed, ensuring compliance with the risk assessment and associated procedures across the event.

LEVEL 2, 377 LONSDALE STREET, MELBOURNE VIC 3000 / PO BOX 10 FLINDERS LANE, MELBOURNE VIC 8009 ABN
41 058 535 863 / +61 9662 4242 / WWW.RISING. MELBOURNE

RISING :

POSITION DESCRIPTION

FEBRUARY 2021

- Assist in arranging and conducting staff briefings for technical crew and suppliers as required.

BUDGETING & PROCUREMENT

- Be aware of the potential cost implication of changes to activities that inevitably happen on the ground during event time.
- Ensure any changes or problems that have budgetary impact are relayed to the Head of Technical Services or relevant Project Manager promptly and with recommendations, for approval and authorisation.

GENERAL :

- Build and maintain solid, effective, and mutually beneficial working relationships with internal (staff, creative partners) and external stakeholders, such as festival authorities, venues, suppliers, and participants.
- Comply and respond to all festival procedural, administrative, and operational guidelines and instructions.
- Liaise immediately with your supervisor or the Head of Technical Services regarding any matters of concern in regard to safety, staff and the conduct of work.
- Attend department and team meetings, including handovers and briefing sessions for staff, venues, and suppliers.
- Archive all documentation post-festival and complete debrief report and meeting.
- Perform other duties as required, which are commensurate with the position, and as directed from time to time.
- Contribute to the delivery of RISING's FairPlay Equity Action Plan as appropriate for your role.

SKILLS YOU'LL NEED :

- Technical Drafting: strong proficiency in AutoCAD
- Technical Drafting: proficiency in Vectorworx or SketchUp an advantage
- Technical & Industry: Knowledge and experience in the presentation of events within a festival environment.
- Health & Safety: Working knowledge of Occupational Health and Safety and Risk Management
- Process Improvement: Basic Experience with MS Office (Outlook, Word, Excel, OneNote) and database systems.
- Time Management and Planning: Demonstrated capacity to effectively plan and meet deadlines.

LOCATION

Subject to State Government Covid-19 travel and working from home (WFH) restrictions, the position operates from and is based at the RISING office, Level 2, 377 Lonsdale Street, Melbourne.

ACCESS

If you have access requirements that will cause difficulty applying online and you need assistance, please call 03 9662 4242, Monday to Friday, between 9AM-5PM. We are only able to respond to accessibility enquiries at this number, for all other queries please email jobs@rising.melbourne.

RISING is a new festival aspiring to be a cultural leader in diversity and inclusion. We want our organisation and program to be a true reflection of our city representing people of diverse abilities, cultures and backgrounds. We encourage applications from First Nations people, those who are culturally and linguistically diverse, and people who have a disability or who are d/Deaf.