



POSITION DESCRIPTION



**MAKING A
DIFFERENCE SO
SOUTH AUSTRALIA
THRIVES**



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Position Description

Pageant Carpenter

Purpose of the position

Construct Pageant floats and associated products and assist the workshop supervisor with other workshop and warehouse activities as required. Assist with transfer of pageant to the city on pageant eve and return on pageant day and follow running sheet duties on pageant day.

Position Title:	Reports to:	Position Classification:
Pageant Carpenter	Workshop Supervisor	GSE
Group / Unit:	Location:	Direct reports:
Events South Australia	Ferryden Park	NIL

Our Values



GO BOLDLY

We thrive on taking risks and enjoy stepping outside our comfort zone.



DIG DEEPER

We never settle for simply scratching the surface. We're hungry for knowledge, fresh ideas and innovations.



CAN DO

We believe there's nothing we can't do as a team.



SHARE THE LOVE

We have a passion for excellence and exceeding expectations.

Essential Criteria

QUALIFICATIONS

- Equivalent of Certificate III in Carpentry or
- Certificate III in Scenery and Set construction

SKILLS, EXPERIENCE AND KNOWLEDGE

- Carpentry skills, knowledge and practical experience working with timber in particular float or set construction
- Knowledge of all types of wood fabrication and usage of carpentry tools
- Drivers Licence
- Ability to work unsupervised
- Ability to work in a team environment

Desirable Criteria

QUALIFICATIONS

- Trade Certificate in Carpentry or Scenery and Set construction
- Forklift Licence
- Heavy Vehicle Licence

SKILLS, EXPERIENCE AND KNOWLEDGE

- Carpentry experience in a theatrical or artistic environment

Competencies	
Attention to Detail	Accomplishes tasks through concern for all areas involved, showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time. Establishes and maintains systems and processes which produce a consistent outcome.
Work Health & Safety	Understands own responsibility toward safety and the environment and follows relevant organisational policies and procedures. Also establishes and maintains systems and work processes which contribute to a safe work environment.
Teamwork	The genuine intention and interpersonal skills to work cooperatively with others, within and across the organisation. It includes respecting others, valuing ideas and diversity, supporting the team environment, and subordinating own objectives to the objectives of the organisation or team.
Creativity & Innovation	Creates new and imaginative ideas to work-related issues. Identifies fresh and novel approaches and shows a willingness to question traditional assumptions.
Technical / Professional Knowledge	Achieves a satisfactory level of technical and professional skills/knowledge in job-related areas keeps abreast of current developments and trends in areas of expertise.

Key Responsibilities**FLOAT CONSTRUCTION**

As required by workshop supervisor:

- Liaise with Workshop and Mechanics Supervisor, artists and Creative Director on float base construction design.
- Identify and cost, quantities and specifications and schedule design timeline and report outcomes for approval from Workshop and Mechanics Supervisor, artists and Creative Director.
- Report materials requirements of approved float designs to workshop supervisor for purchasing.
- Build allocated floats and accessories to artist specification.
- Build floats and accessories in consultation and with assistance of mechanics, welders, artists.
- Report any scheduling or costing issues.
- Design and manufacture animation as required and approved.
- Install sound systems as required.

PERFORMANCE MEASURES

- Floats constructed to cost and time specification.
- 100% compliance with approved safety plans.
- Cost-effective design adjustments developed that minimise artistic compromise.

LOGISTICS

- Ensure floats are stored correctly according to OHS&W requirements.
- Assist team members to reposition floats during storage.
- Assist with design of storage charts pre/post event based on event program and OHS&W requirements.
- Ensure floats stored in accordance with the approved storage charts.
- Assist with transfer of materials to the city on pageant eve as required.
- Assist on pageant day as required.
- Assist with the return of floats and materials to storage post pageant.
- Follow running sheet for pageant day.
- Assist with float movement for publicity, hire or other opportunities during the year.
- Drive self-motorised or towed floats when required.

PERFORMANCE MEASURES

- Pageant logistics managed without incident
- Safety 100% safely managed.
- Event location owner satisfaction with event use of buildings, grounds, facilities.
- Effective contingencies employed where necessary.
- Follow Emergency Response and Risk management plans as required.
- Floats released and managed in correct order, time and spacing requirements.

CLEANING

- Assist with the manual transfer of floats in and out of storage for cleaning process.
- Assist other team members with cleaning process where required.
- Inspect floats for paint damage and other potential damage or hazards and report.

PERFORMANCE MEASURES

- Floats are clean and safe for pageant day or other use.

MAINTENANCE & REPAIRS

- Report:
 - any structural or other damage
 - any sound equipment problems
- perform structural repairs as required.
- Assist to service animation as required.
- Ensure safety features are correctly installed and operating as required.
- Assist mechanic with maintenance / repairs as required.
- Assist with plastic sheet float covering and removal.

PERFORMANCE MEASURES

- Floats are in presentable form in the public arena.
- Animations are in good working order.
- No injuries by participants using the float as a consequence of workmanship.
- Floats covered before the Christmas break.
- Performance reviews indicate willingness to work help out across workshop team work and not limited to carpentry.

SAFETY

- Ensure that SATC property is well maintained, tidy and secure.
- Maintain high level of individual and team professional ethics, standards and behaviours.
- Adhere to SATC policy and procedures on all matters relating to health and safety of themselves and co-workers.
- Ensure compliance with relevant SATC policies, government codes of practice and other relevant legislation.
- Attend all required safety training and logistics meetings
- If applicable ensure the SATC vehicle is maintained in accordance with SATC Motor Vehicle Policy, attend driver training, and drive according to the law and prevailing conditions
- Report all hazards, incidents and accidents immediately
- Report fit for work, protect own safety and health and not adversely affect the safety and health of others

PERFORMANCE MEASURES

- 100% commitment to OHWS.
- Knowledge and appropriate application of OHS policies / procedures and manager responsibilities.
- 100% attendance safety training.
- Pageant Safety Action Plan

ORGANISATIONAL CONTRIBUTION / SAFETY AWARENESS

- Adhere to SATC policy and procedures on all matters relating to health and safety.
- Ensure that SATC vehicles are maintained in accordance with SATC Motor Vehicle Policy, attend driver training, and drive according to the law and prevailing conditions.
- Follow the principles of a sustainable working environment by following organisational greening initiatives.

PERFORMANCE MEASURES

- 100% commitment to Work Health and Safety (WH&S).
- 100% attendance in relevant WH&S training.
- Ensure knowledge and appropriate application of WH&S procedures and policies.

Special Conditions

- The appointment will be subject to a 6 month probation period. Continuation of the contract is conditional upon the achievement of performance objectives and the allocation of sufficient funding.
- The incumbent will be required to undertake an annual performance agreement with their direct manager, using the SATC's Performance Development process.
- Take personal responsibility for understanding and complying with the South Australian Tourism Commission policies on WHS, equal employment opportunity and public administration.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997.
- It is the policy of the Commission that staff can be reassigned to other positions or roles consistent with their classification level to meet changing work demands and/or their personal development needs.
- The incumbent may be required to undertake a relevant national police check or employment screening check
- Class C Drivers Licence and willingness to drive
- Out of hours work, intrastate and interstate travel may be required.

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Executive Manager

Hitaf Rasheed
Executive Director
Events South Australia

Signed

Date

Line Manager

John Barone
Workshop Supervisor
Events South Australia

Signed

Date

Incumbent

Name
Title
Events South Australia

Signed

Date