

ORGANISATIONAL ENVIRONMENT

Great Big Events was established in 1995 and quickly became recognised and respected for the production of major cultural and entertainment events, Opening Ceremonies and Spectaculars, as well as for our world leadership in Sport Presentation. With offices in Australia, the United Kingdom and the Middle East, we constantly demonstrate our passion for Event Production and have the skill and experience to deliver the production value, content judgment, creative approach and infrastructure to produce world class sporting and cultural events.

REPORTING RELATIONSHIPS

Reports to the Technical Director.

LIAISON AND COMMUNICATION

The role of Technical Assistant will be required to liaise internally with:

- Technical Operations Department Staff;
- Other Internal Department Staff;
- Other employees when required.

PURPOSE OF POSITION

To maintain GBE technical and vision assets, as well as support the planning and delivery of events.

ROLE AND RESPONSIBILITIES

- Warehouse/Equipment Coordination, including:
 - Maintaining equipment bookings and check in and out systems
 - Ensure laptop computers and other computer systems are prepared in-line with established processes
 - Identification of faulty equipment, minor repairs and coordination of external repair
 - Ongoing general equipment maintenance
 - Undertake Test & Tag of all company electrical equipment
 - Coordination of offsite storage unit
- Operate Music and Vision Playback for events, from time to time, as required
- Under the direction of the IT Manager, assist/ advise GBE staff with ad hoc general IT issues as directed.
- Administer soft and hard copy file management.
- Represent Great Big Events to the highest professional standard.
- Any other related duties as required.

SELECTION CRITERIA

- Strong attention to detail and organisational skills
- Self-driven and motivated personality
- Ability to work independently to meet deadlines and as part of a team
- Excellent presentation and communication skills, both verbal and written
- Demonstrated knowledge and experience in; Equipment maintenance.
- Competent computer skills including; Microsoft Outlook, Word and Excel
- Ability and willingness to travel as required
- Australian (or other) Passport
- C Class Driver's License
- Test and Tag Certification (Desirable)

DESIRABLE

- Test and Tag experience and training
- Experience with; Qlab

ADDITIONAL INFORMATION

- The employee must be willing to adapt to a flexible working arrangement, in which weekend, evening and public holiday work will be required.