

POSITION DESCRIPTION

Position Title	Technician (casual)
Reports To	Technical Manager
Department	Operations
Contract Period	Casual
Classification	MRC EA 2025 Grade 2.1 + superannuation guarantee
Date	5 August 2026

About Melbourne Recital Centre

Melbourne Recital Centre is an award-winning live music venue; where artists and audiences build a lifetime of experiences. We strive to create wonder for everyone, in and beyond the Centre and inspire our community through music.

With a unique focus on music, the Centre presents and hosts hundreds of concerts each year, representing the pinnacle of the art form as practiced by local and international performers traversing all genres of music. And our impactful learning and access activities provide opportunities for Victorians of all ages and backgrounds to experience and engage with music and the Centre in new and exciting ways.

We acknowledge the traditional owners on whose land Melbourne Recital Centre stands – we pay our respects to Melbourne's First People, to Elders past and present, and to our shared future.

Our Vision

A future where music and storytelling are fundamental to everyone's lives.

Our Purpose

We amplify Australia's diverse music ecology to connect people and inspire positive change.

Our Values

Ambition	We experiment, ideate, and innovate with energy and enthusiasm.
Creativity	We are creative on and off stage to unlock new possibilities.
Collaboration	We are curious and connected, finding strength in sharing and learning.
Enrichment	We work to ensure artistic, social, financial, and environmental benefit.
Inclusivity	We champion accessibility and diversity so everyone feels welcome.
Integrity	We are honest, transparent, trustworthy, generous, and kind.

Our Ethos

Music is a universal language. It's the heart and soul of what we do and has the power to connect, transform and transcend. We're for the music-lovers, the music-makers, and the sound creators, the administrators, and the operators, who unite to make music accessible for all.

Primary Purpose

The Technician role exists to:

- Work in close co-operation with the Technical Manager, Technical Coordinator, Concert & Event Managers, and other technical and MRC staff to assist in affecting the delivery of the MRC's schedule of concerts and events to the highest international standard.
- Rig and operate lighting, sound, audio-visual, projection, staging and furniture equipment as required and in accordance with qualifications/competencies.
- Maintain the upkeep and safety of all MRC equipment.
- Be committed to providing the highest level of customer service in line with the MRC's customer service vision.
- Foster good working relationships with all MRC staff, clients, customers and stakeholders and promote a positive and co-operative working environment.
- Provide support to the Technical Manager, Technical Coordinator and other staff in ensuring a safe environment for all staff and visitors.
- Assist the Technical Coordinator with day-to-day supervision of technical production requirements.

Accountabilities

- Set-up and operate production equipment according to qualifications/competencies (including audio, lighting, audio-visual, projection, staging, furniture and instruments) for a variety of concerts and events within the Centre to the highest international standard.
- Assist with the bump-in and bump-out of event equipment and instruments.
- Coordinate and carry out preventative maintenance and repairs and statutory tests on MRC equipment as directed.
- Complete reports and administrative tasks as required.
- Prepare the backstage and Front of House areas for events.
- Attend production and operational meetings as required.
- Coordinate the technical and production requirements for a range of events.
- Assist with the rostering of staff as required.
- Take stock of consumables and uniform requirements for PPS staff.
- Display competence in and correct use of the MRC's venue management software system.
- Maintain and observe all current Health and Safety policies and procedures and take reasonable care for own health and safety and that of other persons that may be affected within the MRC in accordance with the MRC's Health and Safety policies and procedures.
- Provide a high level of customer service in line with the MRC's service excellence vision.
- Wear the appropriate uniform whilst on duty.
- The Technician may at times have responsibility for supervising other (internal and/or external) technical personnel or contractors.
- The Technician will be required to use initiative and judgement to facilitate technical and production activities within the Centre.
- Carry out any other duties that may be required by the Technical and Asset Manager, Director of Production & Presenter Services or Concert & Event Managers on event duty.
- Actively promote and represent the Melbourne Recital Centre's principles of service excellence.
- Ensure all activities comply with Melbourne Recital Centre values, policies, professional and ethical standards.

Position Description: Technician (casual)

Date: 5 August 2026

- Foster good working relationships with all Melbourne Recital Centre staff, clients, customers and stakeholders and promote a positive and co-operative working environment.
- In this position you will come into contact with a large amount of information, interact with a range of stakeholders and be privy to a range of commercial-in-confidence issues that must be treated with strict confidentiality and sensitivity. The incumbent must have the ability to exercise a high level of judgement and maintain confidentiality when dealing with these issues.

Key Relationships

Internal

- Technical Coordinator (Daily)
- Technical Manager (Daily)
- Full-time, part-time and casual Programming & Operations staff (Daily)
- Other MRC staff (Daily)

External

- National and international arts sector presenters and artists (As required)
- National and international corporate sector event managers/companies (As required)
- National and international event management and production personnel (As required)
- Contractors, suppliers and associated third parties (As required)

Key Selection Criteria

- Tertiary qualifications in a relevant discipline or equivalent relevant experience (essential).
- A specific expert knowledge and high level of competence in one or more technical production fields i.e. audio, lighting, projection, audio-visual, staging (essential).
- A broad knowledge and experience across a variety of technical production fields including audio, lighting, projection, audio-visual and staging (essential).
- Demonstrated capacity to work independently and under pressure in a multi-task environment and complete tasks within specified timeframes (essential).
- Demonstrated ability to problem-solve and use initiative (essential).
- Well-developed interpersonal and negotiation skills, as well as high standards of personal presentation and the ability to maintain good working relationships with a wide range of people both internal and external to the organisation (essential).
- Well-developed written and verbal communication skills in English (essential).
- IT literacy and the ability to become a skilled user of the MRC's venue management system, for which training will be given (essential).
- Ability to work at heights, good colour vision and a good level of fitness (essential).
- A specific knowledge of the presentation of concerts and their production requirements (desirable).

Other Relevant Information

- The position is based at 31 Sturt Street, Southbank.
- The recommended applicant is required to undergo a Nationally Coordinated Criminal History Check (police check), hold and maintain an employee Working with Children Check (WWCC), and hold valid working rights.
- The position will involve irregular hours including evenings and weekends and considerable flexibility will be required.

Position Description: Technician (casual)

Date: 5 August 2026

- Melbourne Recital Centre is an Equal Opportunity Employer.
- Melbourne Recital Centre offers an inclusive workplace that promotes and values diversity. We welcome and encourage applications from people of all backgrounds, ages, religions, including Aboriginal and Torres Strait Islander Peoples, LGBTQIA+ people, those with disability, women and people with cultural or linguistically diverse background. We embrace flexibility as a key principle to allow our people to manage the changing demands of work, personal and family life.
- Melbourne Recital Centre provides a smoke free environment.

OH&S Responsibilities

In the context of Occupational Health and Safety policies, procedures, training, and instruction, as detailed in Section 25 of the Occupational Health and Safety Act 2004, employees are responsible for ensuring that they:

- Follow reasonable instruction.
- Cooperate with their employer.
- Maintain and observe all current Health and Safety policies and procedures.
- At all times, take reasonable care for own health and safety and that of other persons that may be affected within the Workforce.