

Volunteer Position Description

Position Title: MSA Department Experience:
Monash University Student Theatre (MUST)
Volunteer to the Artistic Director

Unit: Theatre

Reports to: MUST Artistic Director

Direct Reports: N/A

Effective Date: March – October
Or alternatively:
March – June
July - October

Incumbent _____
Signature _____ **Date** _____

APPROVED BY SUPERVISOR _____
TITLE _____
SIGNATURE _____ **Date** _____

ORGANISATIONAL CONTEXT

Monash Student Association:

Located at the Clayton Campus of Monash University the MSA is made up of elected student representatives who represent all Clayton campus students on general issues such as quality of education, course costs and student welfare, as well as specific issues such as women's affairs and queer affairs.

Position Summary:

MUST is a department of the Monash Student Association, run by professional theatre makers, that creates vibrant, innovative theatre by, with and for Monash Students and the wider community. Works are diverse, ranging from new text-based and devised works to bold takes on classics, adaptations, events and exhibitions.

The successful applicant will experience the running of an independent student theatre company. The applicant will be mentored by the Student Theatre Artistic Director and given the opportunity to apply and develop their event creation skills and their organisational skills. The applicant will be given the opportunity to assist in the planning and scheduling of student theatre productions. This experience will be beneficial to aspiring art and theatre creation workers or students of creative, film, television or performing arts.

The volunteer will be supervised by and given the opportunity to shadow the Student Theatre Artistic Director. This position is located at the Association's offices at Clayton campus.

The volunteer can choose to complete the program from March to October (8 months) or within a 4 month period. The volunteer is free to end the program at any time. If requested by the volunteer, the term can be shortened or extended according to each student's needs. The *MSA Learning Experience* is limited to one volunteer each full-time term and two volunteers each part-time term.

At completion, the volunteer will receive a *Volunteer Certificate in Performance Arts (Student Theatre Artistic Director)* and one reference letter from the MUST Artistic Director.

As per the *MSA Volunteer Reward Program*, for each hour that the volunteer is required they will be rewarded with .5 Reward Points. No more than 120 Hours/60 Reward Points can be claimed per term. To claim Rewards Points, the volunteer must record points using the *MSA Volunteer Position Log* (Form is located on the MSA Website).

KEY RESULTS AREAS AND RESPONSIBILITIES

1. Operational

- As part of the MUST Team, the volunteer will be asked to complete duties as directed by the Student Theatre Artistic Director:
 - Management of a independent student theatre company
 - Planning and Scheduling
 - Basic Financial Management
 - Task Management
 - Project Planning
 - Customer Service

- Social Media/Digital Communication
- Help plan artistic elements of productions
- Maintain a safe work environment and standard of operation.
- Ensure a professional level of customer service is achieved at all times.
- Ensure that established sanitation and safety standards are maintained
- Provide support to the MSA Student Theatre Artistic Director and other support and guidance to MSA Volunteers.

2. Policy, Procedures, Quality and Systems

- Contribute to policy or procedural initiatives.
- Ensure Health and Safety regulations are strictly adhered to.
- Ensure that the MSA volunteer policies and procedures are strictly adhered to.

3. People Management Requirements

- Treat employees, customers and peers with honesty, fairness and respect.
- Demonstrate the values of Monash Student Association.
- Act in a manner that is consistent with Monash Student Association's culture, values and strategic vision at all times.

4. OH&S Requirements

- Conducting your duties in a safe manner at all times, pursuing the avoidance of any injuries to yourself or others.
- Maintain a safe workplace in accordance with Monash University and Monash Student Association guidelines.
- Comply with all legislative OH&S requirements, including but not limited to, reporting all hazards immediately, reporting all incidents immediately, participating in OH&S training and ensuring all necessary licences, registrations and certificates pertaining to the role are in place.
- Correctly use Personal Protective Equipment (PPE) and other equipment when required.

KEY RESULTS AREAS

- Works well in a team environment, both within the immediate area of responsibility and that of the wider Monash Student Association.

KEY SELECTION CRITERIA

Essential

1. Current enrolment in an undergraduate degree at Monash University.
2. Comfort with face-to-face and telephone communication.
3. Experience in school or community theatre/media productions.
4. Experience and/or an interest in creative arts.
5. Interest in a career in theatre, film or television.
6. High level of computer literacy, preferably with sound skills in Microsoft Office.
7. Proven ability in completing a varied and complex workload in a timely and effective manner in conjunction with maintaining attention to details and accuracy.
8. Initiative in problem solving and recommending solutions to group goals.

9. Ability to deal efficiently and tactfully with sensitive and confidential matters.
10. Interpersonal skills, with demonstrated strong written and oral communication skills and the ability to develop and maintain constructive working relationships at all levels and across diverse groups.

Desirable

1. Current enrolment in a qualification in performance arts and/or equivalent.
2. An understanding of the principles of not-for-profit organisation.

OTHER JOB RELATED INFORMATION

From time to time there will be a requirement to work outside the normal span of hours at critical pressure periods, such as during busy production periods. The mentee will be given the option to experience weekend and evening production.

This position is a volunteer role. No remuneration is provided for work undertaken.

MSA Volunteers may be eligible for the 'MSA Volunteer Certificate' as per the MSA volunteer policies and procedures.