

## Volunteer Position Description

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**Position Title:** MSA Work Placements & Internships:  
Monash University Student Theatre (MUST)  
Intern 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

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### **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:**

Monash Uni Student Theatre, or 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 pieces to bold takes on classics, adaptations, events and exhibitions. Overseen by a professional Artistic Director and Technical Manager, there are tons of opportunities for students to get involved in this community and our annual program of events.

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

The volunteer will be supervised by and given the opportunity to shadow the MUST Artistic Director. This position is located at the Association's offices at the Monash 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 (MUST 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 0.5 Reward Points. No more than 120 Hours/60 Reward Points can be claimed per term. To claim Reward Points, the volunteer must record points using the *MSA Volunteer Position Log* (Form is located on the MSA Website).

## KEY RESULTS AREAS AND RESPONSIBILITIES

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### **1. Operational**

As part of the MUST Team, the volunteer will be asked to complete duties as directed by the MUST Artistic Director which contribute towards the management of an independent student theatre company. These may include:

- Planning and Scheduling

- Basic Financial Management
- Task Management and Project Planning
- Fielding enquiries
- Social Media/Digital Communication
- Helping to plan and advise on artistic elements of productions
- Under guidance from the MUST AD, giving constructive feedback to artists
- Maintaining a safe work environment and standard of operation
- Ensuring a professional level of customer service is achieved at all times
- Under direction from the MUST AD, undertaking research towards future opportunities for MUST
- In conjunction with the MUST AD, training incoming volunteers on relevant tasks
- Maintaining an accurate record of tasks and their progress and communicating this clearly to MUST staff
- For individual productions and events, with the MUST AD, helping student volunteers in creating and administering marketing campaigns
- Setting up and administering the MUST web site events and ticketing

## **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 the Monash Student Association
- Act in a manner that is consistent with the Monash Student Association's culture, values and strategic vision at all times

## **4. OH&S Requirements**

- Conduct 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
- Ensure that established sanitation and safety standards are maintained
- Comply with all legislative OH&S requirements, including but not limited to, reporting all hazards immediately, reporting all incidents immediately, participating in relevant OH&S training
- Correctly use Personal Protective Equipment (PPE) and other equipment when required

## KEY SELECTION CRITERIA

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### 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 to complete a varied and complex workload in a timely and efficient manner in conjunction with maintaining attention to detail and accuracy
8. Initiative in problem solving and recommending solutions
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
11. Enthusiasm for working with and for students in the tertiary environment

### Desirable

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

## OTHER JOB RELATED INFORMATION

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*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.*

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