POSITION DESCRIPTION

Position title	General Event Crew – LPA Level 5 to General Event Crew – LPA Level 6 (designated by experience)
Employer	Melbourne International Comedy Festival
Reports to	Production Coordinators, Precinct Coordinators, Production Managers, Technical Director
Full time equivalent	Casual as rostered @ $38.00 p/h - LPA 5 Casual as rostered @ $39.15 p/h – LPA 6
Inherent physical requirements	An inherent physical requirements profile for this role is enclosed
Position reports	N/A
Contract duration	4 Jan 2027 – 30 Apr 2027

Melbourne International Comedy Festival

Melbourne International Comedy Festival is one of the world's great comedy festivals and one of Australia's largest and most loved cultural events.

Conceived to promote the comedic arts in Australia, the Melbourne International Comedy Festival has earned its global reputation through creative, eclectic programming. The organisation is active year-round with national and international touring, educational and artistic development programs complementing the presentation of the annual four-week festival.

The Festival values and encourages inventiveness, diligence and respect for all. Melbourne International Comedy Festival staff contribute as a team to the production of the Festival and have the opportunity for input in a variety of areas. An ability to communicate effectively and collaborate in a way that enables efficient and professional delivery of all aspects of the Festival's operations is essential.

Position objectives

The primary responsibility of the General Event Crew is to provide the necessary support to facilitate the building, movement and storage of event equipment across the wider Festival site in a safe and timely manner. There may be other tasks that will need to be undertaken during each shift as directed by Production Management and / or the Technical Director.

All Festival staff are responsible for collectively ensuring that the Festival Managed Venues, the Festival Warehouse and the Festival Site in general are welcoming and accessible, clean, comfortable and safe. The same level of attention and respect should be given to our stakeholder venues and supplier sites. Be aware that as you move around the Festival Managed Venues you will be identified as a staff member because of your accreditation and/or uniform and you will be approached for assistance.

You will be considered to be on duty with regard to responding to the public at all times during your shift while you are in the public areas of the Festival Managed Venues.

The Comedy Festival may from time to time, introduce and require observance of work rules, guidelines, policies, procedures, employee manuals and directives (collectively "Comedy Festival Policies") to ensure the safe and efficient operation of its staff, workplaces and projects. You agree to familiarise yourself with, comply with and be bound by all such Comedy Festival Policies as may exist from time to time.

Key relationships

Internal

- Technical Director, Production Managers, Production Coordinators, Production Assistant
- Precinct Coordinators, Assistant Precinct Coordinators, Roving Tech Support
- Risk Management consultant
- Venues Manager, Deputy Venues Manager, Assistant Venues Manager, Front of House Managers and Ushers
- MICF Producers

External

- Independent artists, producers, managers, presenters and venues
- Contractors and service providers

Key Responsibilities

- As directed, assist Festival Technical and Operations Staff in the safe loading and unloading of Festival and Festival supplier equipment and infrastructure as directed and ensure, to the best of your ability, that the schedule runs on time and according to the outlined show call.
- Where requested, attend scheduled Festival briefings and actively participate in OH&S briefings.
- Assist with the fabrication, technical installation, transportation, operation and safe dismantling of staging, venue infrastructure, set items and other items in conjunction with Precinct Coordinators, Production Coordinators, Technical Stage Managers and suppliers
- Work with Festival riggers and fabricators to oversee the safe and correct installation of staging and flown scenery including but not limited to LED signage, metal work, wood work and associated fixings.
- Manage your workplace safely, mitigating risk to yourself and others with a best practice approach.
- Ensure the security of your workspace, your equipment, festival equipment and backstage areas by limiting un-authorised access.
- Work alongside MICF and supplier crew in a professional, collaborative and cooperative fashion.
- In the event of a serious incident, it is your responsibility to submit a written report to the Technical Director if and as requested.
- Work alongside sub-contractors ie specialist installers or labour hire etc in a professional, collaborative and cooperative fashion.
- Follow instruction from Production Managers, Production Coordinators & Risk Management

Consultant.

- Sign on & off to each shift through the electronic system as requested by MICF and make sure variations are noted at the conclusion of each shift. It is your responsibility to ensure that your roster record is completed correctly in the electronic system and is approved by the Precinct Coordinator at the end of each night. This can be completed through a smart phone device.

WHS Responsibilities

In the context of Workplace 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

Personal attributes and desired experience

- Knowledge of safe handling, set building, carpentry & site builds.
- Knowledge of basic lighting, sound & AV equipment.
- Excellent personal presentation, and proven high standard of oral and written communication skills.
- Ability to work efficiently and calmly under pressure in a busy environment.
- Ability to deal with variety of stakeholders.
- Willingness to take direction and work as part of a team.
- Willingness to work in a festival cycle that involves work outside standard business hours.
- Patience, energy and a sense of humour.

INHERENT PHYSICAL REQUIREMENTS

Position Profile
Position: General Event Crew
Primary Actions: Manual handling – medium to high frequency and volume Secondary Actions: Workstation / venue-based tasks, long hours on feet
Additional notes (varies depending on task / position): Stakeholder communication and support, travelling to multiple venues

Action	Never	Occasional	Frequent	Continually
Sitting		X		
Standing			X	
Walking			X	
Steps or stairs (MICF office and venues)			X	
Squatting or kneeling			X	
Bending or twisting			X	
Working with hands above shoulder height, reaching forwards or sideways			X	
Gripping or grabbing			X	
Fine hand coordination (computer typing)		X		
Eye coordination (computer screen)		X		
Lifting floor to waist, waist to height			X	
Lifting above shoulder height			X	
Carrying			X	
Pushing or Pulling			X	
Shift Work/Long hours			X	
Driving (subject to role / position)		X		

Risk Management	Description
Training	Adequate training for appropriate lifting techniques
Equipment	Suitable PPE for the task to be utilized.
Resources	Information on posture, breaks and exercises
Trolley	To transport medium to heavy items
Portable step ladders	To access shelves above shoulder height
Staff support	Recruit team members to assist maneuvering an object
Ergonomic support	Options for ergonomic furniture if appropriate