

AFTRS

Production Support Officer (Temporary Part-Time | 1-Year)

AFTRS is Australia's Screen and Broadcast School, established to fuel and empower Australian creativity and storytelling. AFTRS is consistently rated as one of the top film schools in the world.

We are looking for an experienced Production Support Officer to join the Production & Operations team. You will be responsible in the operation of the props and furniture stores, scenic construction and staging areas. You will provide design and staging support for studio productions, courses, and other events, and supervise freelance personnel, volunteers, and students to ensure adherence to safety standards.

About the role:

As Production Support Officer at AFTRS, you will:

- Assist in overseeing and maintaining the props/costumes and furniture stores in a clean and orderly manner.
- Assist with the design, construction and staging of sets, set finishing / painting of sets as required.
- Bump in and bump out sets, de-rig all staging equipment and store appropriately, including returning of props, dressings and furniture at the completion of each production/course.
- Perform duties of standby props person on location and for studio based productions/courses and provide advice to students on best practice.
- Supervise, direct and assist in training staging assistants, volunteer workers, technical trainees and students.
- Assist the Props and Staging Supervisor in keeping WHS documentation requirements current and ensure all work and storage areas are operated according to industry safety standards.

About you:

You have the following attributes:

- Knowledge and experience in the design process for film and television.
- Experience working in a prop store or similar environment.

- Knowledge and experience in set dressing and standby props for film and television.
- Excellent organisational skills to deal with a high volume of work.
- Ability to work cooperatively as a member of a small team.
- Possess a current Class C Drivers Licence.
- Possess or be willing to obtain a current general construction induction training card in accordance with the Work Health and Safety Regulations 2011.

This position is open to all Australian citizens or Permanent Residents.

As a creative organisation, we understand the importance of offering flexible working to support your own creativity, wellbeing and balance. We will genuinely consider applications for job share and part time working. We also support working from home and flexible working hours.

AFTRS is committed to building a richly diverse staff and faculty. AFTRS actively supports and appreciates workplace diversity and we strongly encourage and welcome applicants from Aboriginal and Torres Strait Islander people, people from a wide range of backgrounds and people with a disability.

Please note, the successful applicant will be required to undertake a Working with Children check.

Salary: AFTRS Level 5 \$68,489 - \$72,537 (pro-rata), dependent on experience, + up to 15.4% superannuation, plus excellent benefits.

Closing Date: 22 February 2021

**AFTRS JOBS
PORTAL LINK**