



Ebdale Community Hub and Learning Centre

Youth Services – Fresh Entertainment

POSITION DESCRIPTION

POSITION	Volunteer Audio Engineer
LOCATION	Ebdale Community Hub & Learning Centre 20 Ebdale Street, Frankston
DATE PREPARED	January 2021

POSITION OBJECTIVES

- Support young people who have ambition in the music industry
- Increase the hours of access the community has to the Fresh Entertainment Recording Studio
- Allow young people the opportunity to gain experience in a recording studio
- Allow young people the opportunity to learn about audio engineering
- Allow young people in the community the opportunity to have their music recorded
- Complement the Freeza program by adding another dimension
- Foster positive relationships between young people and the wider community, including local businesses
- Develop the social skills of young people, including assertiveness, communication, and negotiation
- Increase the awareness and accessibility of community and youth services
- Encourage young people's self-confidence, self-motivation, and self-worth
- Provide a positive image of young people to the broader community

DESIRED SKILLS AND KNOWLEDGE

- Training and/or experience in audio engineering in a studio setting
- Experience with Pro Tools, Logic, or Ableton Live

- Proficient communication and interpersonal skills
- The ability to work autonomously and as part of a team
- Ability to liaise and communicate with Hub tenants, members of the public and other volunteers
- Ability to network well with people in the music industry and broader community
- Be creative and innovative in the ways the studio can be utilised and promoted
- A desire to record other musicians and not just work on your own projects
- A desire to mentor less experienced audio engineers
- A desire to be involved in a community organisation
- A desire to learn and continue to develop skills and experience

KEY RESPONSIBILITIES

- Be responsible for the operation of the Fresh Entertainment Recording Studio during scheduled bookings
- Provide audio engineering through recording projects for young musicians who live, work, study, or recreate within the City of Frankston
- Provide pre-production meetings and information for prospective uses of the studio
- Facilitate bookings via the online booking system
- Work as part of a team alongside the other Volunteer Audio Engineers
- Maintain strong communication with Senior Youth Worker, other Volunteer Audio Engineers and participants
- Attend supervision sessions and team meetings where required
- General cleaning and tidying as required
- Mentor new volunteers in audio engineering
- Assist with sourcing facility equipment
- Make suggestions for areas of improvement

FCC Corporate Responsibilities

- Comply with all Council policies, procedures and guidelines including those relating to Occupational Health & Safety, Equal Opportunity (including harassment and bullying), Privacy and Code of Conduct.

ORGANISATIONAL RELATIONSHIPS

Reports To: Senior Youth Worker

Supervises: Nil

Liaisons: FCC staff, tenants of the Community Hub, visitors to the Community Hub, members of the public, other volunteers.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Cooperate with Council in relation to any action taken to comply with the Occupational Health and Safety Act.
- Ensure that no actions taken by the volunteer interfere with or place at risk the health and safety of self or any person at the workplace.
- Ensure compliance with all Privacy Legislation and treat all information of a personal and sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner.

PHYSICAL REQUIREMENTS OF THE POSITION:

Task Performed	Frequently Performed	Sometimes	Never/Rarely
	More than 2 hours in 1 shift or continually for 30 min	Less than 2 hours in 1 shift	Infrequent use/activity
Keyboard duties	✓		
Reading tasks		✓	
Writing tasks		✓	
Sitting (extended periods)	✓		
Walking/Standing (Briefly)		✓	
Walking/Standing (Extended)			✓
Driving Car/Utility/Tractor/Truck/Bus			✓
Lifting/Carrying duties (Light) <10kg	✓		

Lifting/Carrying duties (Heavy) >10kg		✓	
Pushing/Pulling tasks (Light) <10kg			✓
Pushing/Pulling tasks (Heavy) >10kg			✓
Chopping/Digging tasks			✓
Bending/Kneeling requirements		✓	
Climbing (stairs, ladders/scaffold)			✓
Handling grease/oils			✓
Exposure to dust/dirt/hazardous materials			✓
Exposure to chemicals and/or detergents			✓
Stress - Difficult customers		✓	
Stress - Tight deadlines		✓	
Stress- Other (Please specify)			
Exposure to hot/cold temperature			✓

AGREEMENT:

By signing below, you understand that this is a volunteer role whereby you are willingly giving your time without financial gain and you agree to accept the duties and responsibilities as outlined in this Role Description.

The Code of Conduct is also to be read and signed in conjunction with acceptance of this Role Description.

Name:			
Signature:		Date:	