Position description

Casual Back of House Attendant

Position code:	CASBOH
Division:	Community Development and Participation
Location:	Batemans Bay Pavilions
Band/Grade:	Operational Band 1 / Level 3 - Grade 3

Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative
We ask for and share ideas, insights and knowledge.
We find strength and reward in working together.

We are respectful
We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit
We nurture and value our relationships, bringing out the best in each other.

We are professional
We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting
We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

The Back of House Attendant assists the safe and efficient delivery of technical operations associated with productions, events and activities delivered within the arts centre. This includes supporting the setup, operation and support with back of house, sound, lighting and stage equipment, and ensuring compliance with relevant workplace health and safety standards, legislation and Council procedures.

The position contributes to positive customer and audience experiences by supporting event delivery and maintaining safe and functional working environments

Main duties and key result areas (KRA):

1. Assist and support back of house, sound, lighting and stage operations to ensure the theatre is prepared and operational for rehearsals, performances and events.
   KRA: All performances, rehearsals and events are delivered safely, professionally and to technical standards and timeframes.
2. Support the construction, sourcing and installation of sets, staging and props for performances and events including set-up, operation and pack-down of events, including rigging, installation and removal of lighting, sound, staging and equipment.
   KRA: Sets, staging and props are delivered safely to specification and on schedule, supporting high-quality events.
   KRA: Event setups and pack-downs are completed efficiently, safely and to schedule.
3. Provide support during rehearsals and performances, including people support, lighting, audio-visual systems and stage machinery.
   KRA: Technical requirements are clearly defined and supported and effective resolution of issues is evidenced.
4. Communicate effectively with production companies, hirers and internal stakeholders to resolve technical issues and support the successful delivery of productions and events.
   KRA: Strong working relationships with production companies, hirers and internal stakeholders managed professionally and issues resolved promptly.
5. Willingness and ability to follow EEO and diversity principles and practices.
   KRA: All EEO policy requirements are consistently followed and implemented with any issues identified and reported promptly.
6. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.
   KRA: All WHS, emergency and policy requirements are consistently followed with hazards, risks and non-compliance issues identified and reported promptly.

Qualifications/experience (selection criteria)

Licence and qualification requirements

Mandatory licences and qualifications required prior to commencement

1. Current Class C Driver Licence.

It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence to apply for this position.

A verified clearance as a result of a Working with Children Check is a requirement for this position as well as a satisfactory outcome as a result of a National Criminal History Record Check.

The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisor:	Temporary Technical Services Lead
Date:	October 2026

Conditions of employment

Position title:	Casual Back of House Attendant
Grading:	Grade 3 of Council's salary system
Salary range:	In the range of $42.24 to $45.79 gross per hour comprising: • $37.71 to $40.89 base salary • $4.53 to $4.91 superannuation (calculated at 12% of the base salary)
Award:	Local Government (State) Award 2026
Working with Children Check:	It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Appointment to this position is subject to verified clearance as a result of the Working with Children Check.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Duration:	Any engagement for casual work will be for the period specified at the time of the offer and be subject to continued satisfactory service.
Hours of work:	Casual employees are engaged on a day-to-day basis as operational needs arise. Hours of work are not guaranteed and include weekend and public holiday rosters to cover staff absence and periods of high activity. Hours of work will be arranged by agreement with the supervisor.
Location:	Based from the Bay Pavillion's (12 Vesper Street, Batemans Bay) and may required to work at various locations across the Shire.

Organisation chart

