

Thank you for your interest in the **Head of Scenic Art** position with the Sydney Theatre Company.

The Head of Scenic Art is responsible for the delivery of scenic finishes as required by Sydney Theatre Company (STC), including the planning, resourcing and scenic finishing of STC productions, external builds as required by the Company and as directed by the Head of Production. This involves working in both a workshop setting as well as in a range of theatres and venues including but not limited to the Drama Theatre at the Sydney Opera House, the Roslyn Packer Theatre, and the Wharf Theatres, as well as a range of touring venues.

1. Hours of Work

This position is for an initial two-year fixed term.

The usual hours of work are 40 hours week. However, the nature of working for a theatre company and requirements of this position require a degree of flexibility, and will include overtime work.

2. Wages and Entitlements

- The wage will be commensurate with level 8 within STC's Enterprise Agreement.
- 5 weeks annual leave (pro-rata)
- Complimentary tickets to STC productions
- 10.5% superannuation

3. Application

In order to make your application for this position, please forward your resume and a cover letter briefly demonstrating how your experience is applicable to the listed **capabilities and competencies** as outlined below and also in the job description to recruitment@sydneytheatre.com.au

4. Capabilities and competencies

- Proven theatrical Scenic Art management experience within a large scale arts organisation or commercial scenery manufacturing environment.
- Highly developed understanding of theatrical scenic and commercial grade paint finishes.
- Highly developed planning, organisation and scheduling skills within a scenery-manufacturing environment.
- Demonstrated problem solving skills and the ability to work under pressure.
- Superior communication skills, with a specific ability to communicate effectively and negotiate with a broad cross section of stakeholders
- A self-starter with the ability to troubleshoot and a dynamic approach to improving processes and systems.
- Strong understanding of industrial relations legislative and regulatory frameworks as applies to the live performance industry.
- Strong Understanding of WHS legislative and regulatory frameworks as applies to the live performance industry.
- Proven leadership skills; with the capacity to determine priorities and monitor performance for own and teams work, ensure efficient and effective use of allocated resources, demonstrate personal commitment to the wellbeing of the team.
- Ability to thrive in a high-pressure collaborative environment with many competing priorities.

Closing date for applications is 5pm Monday 20th May 2019.

To access this complete job pack via our website, please visit:

<https://www.sydneytheatre.com.au/about/careers>

*** Must be Australian resident or hold current, appropriate working visa**

Job Description

Position title: Head of Scenic Art

Reports to: Head of Production. In the absence of the Head of Production this position reports to the Director, Technical and Production.

Reporting to this role: Deputy Head of Scenic Art, Seasonal and Casual Scenic Artists and Brush hands

Job overview:

- The Head of Scenic Art is responsible for the delivery of scenic finishes as required by Sydney Theatre Company (STC), including the planning, resourcing and scenic finishing of STC productions, external builds as required by the Company and as directed by the Head of Production. This involves working in both a workshop setting as well as in a range of theatres and venues including but not limited to the Drama Theatre at the Sydney Opera House, the Roslyn Packer Theatre, and the Wharf Theatres, as well as a range of touring venues.
- The Head of Scenic Art is expected to provide support and advice to the Head of Production in the supervision of the Scenic Art Department and the ongoing maintenance of the scenic workshops.
- The Head of Scenic Art is expected to take an active role in department planning ensuring the department has the requisite skills and abilities, and identifying training and professional development opportunities for the Scenic Art Department. The role is accountable for the performance, well-being, and development of the Scenic Art Department.
- By working closely with the Production Managers and other Heads of Department the Head of Scenic Art is expected to deliver scenic finishes for all STC projects in a safe and effective manner, using industry best practice.

Key Responsibilities:

The role is responsible for the above outcomes through activities which include:

Budgeting:

- As required assist the Head of Production in any costings and feasibility of future productions.
- Support the Head of Production in leading the Scenic Art Department in operational planning and allocation of resources for the most efficient use of company budget.
- To assist with planning and costing of initial design concepts as required by the Production Manager and Head of Production.

Production deliverables:

- To liaise with the Production Managers and Head of Construction with regard to scenic art and design concept realisation.
- To provide a point of contact for Production Managers and creative teams advising on scenic aspects of any design concept. As well as advising on surface finishes, textures, and techniques where required of the set design.
- To encourage designers to join in the Company Greening Initiatives when discussing paints and surface finishes

- To attend meetings as required by the Head of Production or Production Managers.
- To prepare productions for touring when required.

Technical/Maintenance:

- Plan, prepare and implement scenic art procedures to achieve a design standard set by the creative teams, within business guidelines.
- To supervise the day-to-day maintenance of the scenic art department.
- To order materials and consumables in keeping with the Company Green Purchasing Guidelines and to recommend the purchase and upgrade of equipment
- Ensure safe work practices are maintained in all operational areas.
- To provide and supervise the day to day paint repair and maintenance of the scenery during the run-of-show as requested from the show reports or the Production Manager/s.

Leadership:

- In liaison with the Head of Production deliver timely, positive and constructive feedback to scenic art employees on their behaviour and performance
- To supervise seasonal and casual scenic art staff and be responsible for an efficient team
- To call and schedule all seasonal and casual scenic art staff as agreed
- Ensure that all staff are knowledgeable and competent in organisational policies, procedures and systems are these are carried out effectively
- Undertake, deliver and lead workplace training as necessary. Recommend training where necessary.
- Drive, develop and improve efficiency in the company's production systems and processes.

Other:

- Maintain in a safe and professional manner all electrical areas.
- To be conversant with the Sydney Theatre Company Theatricals Certified Agreement and WHS legislation.
- To undertake other duties as required.

Work Health & Safety

For the purposes of the Work Health and Safety Act and Regulations the Head of Scenic Art must ensure so far as reasonably practicable the health and safety of his/her team including but not limited to:

- Lead the Scenic Art department at STC to ensure that systems of work and the working environment of the employees are safe and without risks to health including;
- hazards in the working environment are either eliminated or controlled so far as is reasonably practicable
- all employees are adequately informed of hazards and potential hazards and how to deal with them
- Provide information, instruction, training and supervision as may be necessary to ensure employees' health and safety at work.
- Consult with workers and their representatives on work health and safety matters
- Lead injury management matters for injured or ill employees as required by legislation. Work closely with and the Sydney Theatre Company's Return to Work Coordinator and employees to ensure STC's Policy and Return To Work Program are upheld.
- Works in a safe manner and follows procedures introduced for his/her protection
- Reports any unsafe work practices or conditions according to Sydney Theatre Company reporting

Environmental Sustainability

To support the Company’s vision of becoming the world’s most sustainable theatre company, the Head of Scenic Art must ensure that she/he:

- takes reasonable steps towards minimising the environmental impact of their role and that of the Company;
- works in an environmentally responsible manner and follows procedures introduced to this end;
- participates in any training or education necessary to enable them to work sustainably including familiarisation with the Company’s various green policies;
- brings to the attention of the internal Green Team any situations or practices that could be improved in relation to environmental performance; and
- co-operates with Sydney Theatre Company in their efforts to lead in the area of environmental sustainability.

Other information

<i>Key relationships</i>	<i>Capabilities and competencies</i>
<ul style="list-style-type: none"> ○ Head of Production ○ Production Managers ○ Deputy Head of Scenic Art ○ Production Heads of Department <ul style="list-style-type: none"> ○ Head of Set Construction ○ Head of Props ○ Logistics Co-ordinator 	<ul style="list-style-type: none"> ○ Proven theatrical Scenic Art management experience within a large scale arts organisation or commercial scenery manufacturing environment. ○ Highly developed understanding of theatrical scenic and commercial grade paint finishes. ○ Highly developed planning, organisation and scheduling skills within a scenery-manufacturing environment. ○ Demonstrated problem solving skills and the ability to work under pressure. ○ Superior communication skills, with a specific ability to communicate effectively and negotiate with a broad cross section of stakeholders ○ A self-starter with the ability to troubleshoot and a dynamic approach to improving processes and systems. ○ Strong understanding of industrial relations legislative and regulatory frameworks as applies to the live performance industry. ○ Strong Understanding of WHS legislative and regulatory frameworks as applies to the live performance industry. ○ Proven leadership skills; with the capacity to determine priorities and monitor performance for own and teams work, ensure efficient and effective use of allocated resources, demonstrate personal commitment to the wellbeing of the team. ○ Ability to thrive in a high-pressure collaborative environment with many competing priorities.

This job description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.