

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

The Head of Set Construction is responsible for the delivery of set construction outcomes as required by Sydney Theatre Company, including the planning, resourcing and construction of STC productions, external builds, and support for external hires as required by the Company and as directed by the Head of Production.

Sydney Theatre Company aims to create work that reflects the world we live in and engages people from all walks of life. We believe in affirmative action, and provide equal opportunity.

### **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 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](mailto:recruitment@sydneytheatre.com.au).

### **4. Capabilities and competencies**

- Proven theatrical scenery construction management experience within a large scale arts organisation or commercial scenery manufacturing environment.
- Highly developed understanding of carpentry and metal fabrication.
- 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 Thursday 14<sup>th</sup> February 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**

**Position title:** Head of Set Construction

**Reports to:** Head of Production

**Reporting to this role:** Permanent, Seasonal, and Casual Set Constructors

**Job overview:**

The Head of Set Construction is responsible for the delivery of set construction outcomes as required by Sydney Theatre Company (STC), including the planning, resourcing and construction of STC productions, external builds, and support for external hires 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 Set Construction is expected to provide support and advice to the Head of Production in the supervision of the Set Construction Department and the ongoing maintenance of the sets workshops.

The Head of Set Construction is also 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 set construction team. The role is accountable for the performance, well-being, and development of the set construction team.

By working closely with the Production Managers and other Heads of Department the Head of Set Construction is expected to deliver scenery 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:**

- To supervise, and manage a team of Set Constructors, including seasonal and casual staff, creating and maintaining a high level of teamwork and co-operation.
- To plan and cost preliminary set design concepts in conjunction with Production Managers and Head of Production.
- To provide support, advice, set construction expertise and guidance to Production Managers and Creative teams, advising on construction techniques and finishes as required to deliver the productions design to a world-class standard.
- To encourage each project and production to engage in the Company Greening Initiatives when discussing construction materials and surface finishes.
- In consultation with the Production Managers and Head of Production order materials in keeping with the Company Green Purchasing Guidelines and Material Ordering System.
- To liaise with the Production Managers, Construction Draftsperson/s and Head of Production in the effective delivery of the scenery construction drawing package.
- To liaise with Production Managers and demonstrate accountability and responsibility for enabling the delivery of scenery within budgetary guidelines.
- To attend production and design meetings as required by the Production Managers and Head of Production.
- Utilise the company Asset Management System to maintain accurate tracking and records of items in storage and in use for efficient management and retrieval.

- To provide and supervise the day to day repair and maintenance of scenery during the run-of-show as requested by Production Managers.
- To consider productions longevity and specific touring requirements.
- To recommend the purchase and upgrade of Set Construction Workshop equipment.
- To work closely with the Head of Production, Production Managers and Head of Construction to deliver scenery as per the parameters of the production.
- To be conversant with the Sydney Theatre Company's Employee Enterprise Agreement as it relates to the Sets department.
- To recommend appropriate training and development for Set Construction staff where necessary to the Head of Production.
- Plans for and arranges training in procedural, technological change and systems for staff.
- Act as a fire warden for the work area.
- To undertake other duties as required.

### **Work Health & Safety**

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

- Lead the Set Construction 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 procedures

### **Environmental Sustainability**

To support the Company's vision of becoming the world's most sustainable theatre company, the Head of Set Construction 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 Head of Production and 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**

<b>Key relationships</b>	<b>Capabilities and competencies</b>
<ul style="list-style-type: none"> <li>○ Head of Production</li> <li>○ Production Managers</li> <li>○ Deputy Head of Set Construction</li> <li>○ Construction Draftsperson/s</li> <li>○ Production Heads of Department               <ul style="list-style-type: none"> <li>○ Head of Scenic Art</li> <li>○ Head of Props</li> <li>○ Head Mechanist</li> <li>○ Head of Lighting</li> <li>○ Head of Sound</li> <li>○ Logistics Co-ordinator</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Proven theatrical scenery construction management experience within a large scale arts organisation or commercial scenery manufacturing environment.</li> <li>○ Highly developed understanding of carpentry and metal fabrication.</li> <li>○ Highly developed planning, organisation and scheduling skills within a scenery-manufacturing environment.</li> <li>○ Demonstrated problem solving skills and the ability to work under pressure.</li> <li>○ Superior communication skills, with a specific ability to communicate effectively and negotiate with a broad cross section of stakeholders</li> <li>○ A self-starter with the ability to troubleshoot and a dynamic approach to improving processes and systems.</li> <li>○ Strong understanding of industrial relations legislative and regulatory frameworks as applies to the live performance industry.</li> <li>○ Strong Understanding of WHS legislative and regulatory frameworks as applies to the live performance industry.</li> <li>○ 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.</li> <li>○ Ability to thrive in a high-pressure collaborative environment with many competing priorities.</li> </ul>

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.