

Thank you for your interest in the **Lighting Manager** position.

The Role

The Lighting Manager is responsible for providing leadership to the company's Lighting Department. The Lighting Manager has responsibility for the realisation of all the lighting elements of a production and ensures the most effective utilisation of people and resources within the agreed budget, schedule and parameters.

The role will lead the Lighting Department's resourcing and day to day operations of all lighting requirements at STC. The role will assist the Head of Technical Operations in the best use of resources and in forecasting production budgets and staffing requirements. The role will create and maintain a high level of team work and co-operation within the department and across production teams.

Hours of Work

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

The usual hours of work are 9am-5pm Monday to Friday. However, the job requires a willingness to work flexible hours, including evenings, and weekends.

The position is currently based at Fox Studios Australia, Moore Park.

Salary and Entitlements

- Salary will be discussed at interview
- 4 weeks annual leave
- 10.5% Superannuation
- Complimentary tickets to STC productions (subject to availability)

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 Selection Criteria as outlined below to recruitment@sydneytheatre.com.au

Please note that applications will not be considered if they do not address the Selection Criteria

Selection Criteria

- Minimum of Seven years relevant experience, preferably within a producing theatre company.
- Bachelor degree or equivalent industry training.
- Expert knowledge of Lighting technology and systems for live performance.
- Excellent leadership skills with a proven ability to lead teams and manage people.
- Excellent project management skills with a logical and analytical approach to planning and the allocation of resources.
- Demonstrated superior communication and liaison skills.
- Excellent computer drafting skills in either AutoCAD or Vectorworks.
- An appreciation for the theatrical art form, especially in an Australian context.
- A high level of understanding of Work Health and Safety legislation and procedures as related to the theatre and entertainment industries with proven experience of implementing these requirements in a sympathetic manner.
- Thorough understanding of Sydney Theatre Company's current Theatrical Certified Agreement and how it relates to Live Performance Award.

Please forward your application to: recruitment@sydneytheatre.com.au by **5pm Thursday 2nd May 2019**.

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

The Sydney Theatre Company encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, intersex and queer (LGBTI+) people.

Job Description

Position title: Lighting Manager

Reports to: Head of Technical Operations

Reporting to the role: Lighting Supervisors, Lighting Technicians, Casual Staff

Job overview:

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The role will lead the Lighting Department's resourcing and day to day operations of all lighting requirements at STC. The role will assist the Head of Technical Operations in the best use of resources and in forecasting production budgets and staffing requirements. The role will create and maintain a high level of team work and co-operation within the department and across production teams.

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

Budgeting:

- As required, assist the Head of Technical Operations with any research, costing and feasibility of future productions.
- Work with Production Managers to ensure Production budgets are costed, monitored and reported accurately.
- Lead the Lighting Department in operational planning and allocation of resources for most efficient use of company budget.
- Monitor and effectively manage expenditure in the lighting department and downtime labour.

Production deliverables:

- Work with the Head of Technical Operations and Production Managers to provide accurate costing for all lighting requirements.
- Work with Production Managers to ensure that all lighting concepts in any bump-in/out, performance resourcing and touring issues are identified and resolved.
- Obtain approval from the Head of Technical Operations for any variations to staffing and resourcing of productions.

Technical:

- Identify and allocate timeframes and effectively manage production deadlines.
- Ensure effective systems are in place for regular maintenance of lighting venue plant and equipment
- Maintain effective ordering process and cost control of all consumable materials in a timely and efficient manner
- Work with Head of Technical Operations, Production Managers and venue hirers to ensure designs are safe and risk assessed.
- Ensure safe work practices are maintained in all operational areas
- Undertake, deliver and lead workplace training as necessary
- Fulfil the role of Production Electrician on company productions as required
- Attend bump ins, technical rehearsals and Preview performances to support Lighting Supervisors, Production Managers and technical team as required.
- Drive, develop and improve efficiency in the company's production systems and processes.

Leadership:

- Accountable for the performance, well-being, training and development of all permanent, seasonal and casual Lighting employees.
- In liaison with the Head of Technical Operations deliver timely, positive and constructive feedback to on Lighting employees on their behaviour and performance
- Ensure that the hiring and management of permanent, seasonal and casual workers is in line with Sydney Theatre Company policy and the relevant Enterprise Agreement and budget approvals
- Ensure that all staff are knowledgeable and competent in organisational policies, procedures and systems are these are carried out effectively
- Proactively manage any issues that are escalated from the Lighting Supervisors, keeping the Head of Technical Operations informed.

Other:

- Attend weekly *HOD* meetings and fortnightly Management meetings.
- Contribute to debriefs on delivered productions, either through written reports or debrief meetings.
- Attend safety management meetings as required or delegated
- Revise, file and store Lighting design information.
- Maintain accurate records.
- Any other reasonable duties as required.

Work Health & Safety

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

- Lead the Lighting 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 Lighting Manager 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

Key relationships	Capabilities and competencies
<ul style="list-style-type: none"> ○ Head of Technical Operations ○ Lighting permanent, seasonal and casual staff ○ Production Managers ○ Designers and directors ○ All STC technical staff 	<ul style="list-style-type: none"> ○ Minimum of Seven years relevant experience, preferably within a producing theatre company. ○ Bachelor degree or equivalent industry training. ○ Expert knowledge of Lighting technology and systems for live performance. ○ Excellent leadership skills with a proven ability to lead teams and manage people. ○ Excellent project management skills with a logical and analytical approach to planning and the allocation of resources. ○ Demonstrated superior communication and liaison skills. ○ Excellent computer drafting skills in either AutoCAD or Vectorworks. ○ An appreciation for the theatrical art form, especially in an Australian context. ○ A high level of understanding of Work Health and Safety legislation and procedures as related to the theatre and entertainment industries with proven experience of implementing these requirements in a sympathetic manner. ○ Thorough understanding of Sydney Theatre Company's current Theatrical Certified Agreement and how it relates to Live Performance Award.

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.