

Thank you for your interest in the **Staging Supervisor** position with the Sydney Theatre Company.

The Role

The Staging Supervisor is responsible for providing technical expertise and support to Sydney Theatre Company in a range of world class theatre projects and events. The role will provide staging advice to Sydney Theatre Company and stakeholders in a range of theatre venues. The role is responsible for delivering on time and within budget by utilising production and organisational resources to plan, implement, and achieve set goals and objectives.

Please note that this role will initially mainly focus on learning and operating the automated fly system at the Roslyn Packer Theatre before eventually expanding to incorporate the supervisor duties required of the role.

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.

The position is based at the Roslyn Packer Theatre, Walsh Bay.

Wages and Entitlements

- The wage will be commensurate with STC's Enterprise Agreement 2020-2022.
- 5 weeks annual leave (pro-rata)
- Complimentary tickets to STC productions
- 10.5% superannuation

Key Criteria

- Experience in staging in a similar role in a similar role in a producing theatre company or similar.
- Expert knowledge of staging technology and systems for live performance.
- Highly developed interpersonal and negotiation skills, with strong interpersonal sensitivity.
- Strong entrepreneurial spirit, a self-starter and an ability to lead a technical team.
- 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.
- Computer skills including database, email and excel
- An appreciation of the art form of theatre, especially in an Australian context.
- Extensive demonstrated experience in specifying, installing, and operating complex staging systems including revolves, elevators, tracks, automated, single and double purchase fly systems

Application

In order to make your application for this position, please forward your resume and a cover letter briefly demonstrating relevant experience to: recruitment@sydneytheatre.com.au by **9am, Thursday 22nd October 2020**

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

Job Description

Position title: Staging Supervisor

Reports to: Staging Manager

Reporting to this role: Mechanists, casual staff

Job overview:

The Staging Supervisor is responsible for providing technical expertise and support to Sydney Theatre Company in a range of world class theatre projects and events. The role will provide staging advice to Sydney Theatre Company and stakeholders in a range of theatre venues. The role is responsible for delivering on time and within budget by utilising production and organisational resources to plan, implement, and achieve set goals and objectives.

The Staging Supervisor will fulfil the role of 'Head Mechanist' or 'Head Flyman' for shows as required by the Staging Manager and Head of Technical Operations. To achieve this the Staging Supervisor will work closely with Production Managers to deliver the staging elements for all designated company projects using industry best practice. The role is responsible for the on-going maintenance of the staging and venue requirements.

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

Production deliverables:

- To deliver world class productions and production values as an integral team member.
- To supervise seasonal and casual staging staff and be responsible for the efficient Bump-in, Running and Bump-out of all company shows and events.
- To call and schedule all seasonal and casual staging staff as required and agreed
- To provide a point of contact for designers as well as advising on staging and rigging aspects of any design concept.
- To attend meetings as required by the Staging Manager or Production Managers.
- To liaise with the Production Managers and Head of Construction with regard to staging, rigging, automation and technical aspects of design concept realisation.
- To prepare staging aspects of productions for touring.
- To tour as required.

Budgeting:

- As required assist the Staging Manager in any costings and feasibility of future productions.
- Support the Staging Manager in leading the Staging Department in operational planning and allocation of resources for the most efficient use of company budget.

Technical/Maintenance:

- Plan, prepare, implement, and install staging systems and procedures to achieve a design standard set by the creative teams, within business guidelines.
- To supervise the day-to-day repair and maintenance of Sydney Theatre Company shows during their season.
- To maintain and keep up to date the company's asset register for Staging inventory

- To coordinate and liaise with maintenance contractors for venue Stage Engineering equipment
- To coordinate the maintenance and regular testing of all rigging equipment and plant as required by legislation and manufacturer specifications.
- To maintain items of stock for re-use and to recommend the purchase and up-grade of electrical equipment.
- Ensure safe work practices are maintained in all operational areas.

Leadership:

- Drive, develop and improve efficiency in the company's production systems and processes.
- In liaison with the Staging Manager and Head of Technical Operations deliver timely, positive and constructive feedback to on staging employees on their behaviour and performance
- 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.

Other:

- Maintain, in a safe and professional manner, all lighting areas.
- To be conversant with the Sydney Theatre Company Theatrical 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 Staging Supervisor must ensure so far as reasonably practicable the health and safety of his/her team including but not limited to:

- With their Manager, lead the staging 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 Venue Supervisor 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">• Staging Manager• Production and construction managers• All casual and seasonal staff• Designers and directors• Head of Technical Operations• Creative and Technical staff	<ul style="list-style-type: none">• Experience in staging in a similar role in a similar role in a producing theatre company or similar.• Expert knowledge of staging technology and systems for live performance.• Highly developed interpersonal and negotiation skills, with strong interpersonal sensitivity.• Strong entrepreneurial spirit, a self-starter and an ability to lead a technical team.• 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.• Computer skills including database, email and excel• An appreciation of the art form of theatre, especially in an Australian context.• Extensive demonstrated experience in specifying, installing, and operating complex staging systems including revolves, elevators, tracks, automated, single and double purchase fly systems

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.