



Thank you for your interest in the position of **Stage Manager (Short-term Contract)**.

The Sydney Theatre Company (STC) is looking for a Stage Manager to work on an upcoming production and is required to have experience working on large scale performances, including skills in calling a show. Please note that the production will be touring interstate.

#### **Hours of Work**

The nature of working on a production requires flexibility, and will include evening and weekend hours. Overtime will be paid in accordance with the STC Enterprise Agreement 2020-2022

The position is for a fixed term from the 14<sup>th</sup> March to the 7<sup>th</sup> August 2022.

#### **Salary and Entitlements**

- The role is classified as a level 7 as defined by the Sydney Theatre Company Enterprise Agreement 2020-2022
- 11% superannuation
- 5 weeks annual leave pro rata
- Complimentary tickets to all STC productions, pending availability

#### **Vaccination Policy**

Please note the Sydney Theatre Company currently requires all staff, contractors, and visitors to our workspaces and venues to be fully vaccinated.

#### **Application**

In order to make your application for this position, please forward your resume and a cover letter to [recruitment@sydneytheatre.com.au](mailto:recruitment@sydneytheatre.com.au)

#### **Key Capabilities and competencies**

- Minimum of seven years relevant industry experience, preferably within a producing theatre company.
- Excellent leadership skills.
- Excellent communication skills both oral and written.
- Excellent negotiation skills with a creative approach to problem solving.
- Excellent management skills with a logical and analytical approach to planning and the allocation of resources.
- The ability to remain calm, professional and positive under pressure.
- A natural collaborator who enjoys working as part of a team.
- A keen interest in the performing arts and an appreciation of theatre, especially in an Australian context.
- Extensive knowledge of theatre practices, terminology, etiquette and theatre craft.
- Good knowledge of theatrical costume and props.
- An understanding of Work Health and Safety legislation and procedures as related to the theatre and entertainment industries.
- Experience of touring productions either domestically or internationally.

Applications close **9am Friday 28<sup>th</sup> January 2022**.

**Should you have any queries regarding this role, please contact Sarah Smith (Acting Head of Stage Management) at [ssmith@sydneytheatre.com.au](mailto:ssmith@sydneytheatre.com.au)**

For a copy of the complete Job Pack including the full Position Description, please visit our website:  
<https://www.sydneytheatre.com.au/about/careers>

Please forward your application to [recruitment@sydneytheatre.com.au](mailto:recruitment@sydneytheatre.com.au)

\* 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

<p><b>Position title:</b> Stage Manager</p> <p><b>Reports to:</b> Head of Stage Management</p>
<p><b>Job overview</b></p> <p>To provide Stage Management support to Sydney Theatre Company on a range of theatre projects in the pre-production and run periods.</p> <p>To provide Stage Management support to Sydney Theatre Company on a range of theatre venues, which may include the Drama Theatre and the Playhouse of the Sydney Opera House; Wharf Theatres, Roslyn Packer Theatre at Walsh Bay and other venues that the Sydney Theatre Company tours to.</p>
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>• To work as Stage Manager on an upcoming production from March to August 2022.</li><li>• To attend and assist with coordination of production and management meetings as required.</li><li>• Liaise with the Creative Team and Production Manager to ensure smooth scheduling of rehearsals and technical rehearsals to ensure smooth delivery</li><li>• To develop and maintain professional relationships with the management and staff of all venues and companies that STC presents and co-produces with.</li><li>• To assist in implementing in the development and maintaining the systems and procedures in relation to the stage management of STC productions.</li><li>• To undertake other duties as required by the Head of Stage Management.</li></ul>

### **Work Health & Safety**

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

- 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 procedures

### **Environmental Sustainability**

To support the Company's vision of becoming the world's most sustainable theatre company, the Stage Manager must ensure that they:

- 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**

<b>Key relationships</b>	<b>Capabilities and competencies</b>
<ul style="list-style-type: none"><li>• Head of Stage Management</li><li>• Production Managers</li><li>• Producers</li><li>• Casting</li><li>• Company Management</li><li>• Creatives</li><li>• Cast</li><li>• Crew</li><li>• HODs and Venue Staff</li></ul>	<ul style="list-style-type: none"><li>• Minimum of seven years relevant industry experience, preferably within a producing theatre company.</li><li>• Excellent leadership skills.</li><li>• Excellent communication skills both oral and written.</li><li>• Excellent negotiation skills with a creative approach to problem solving.</li><li>• Excellent management skills with a logical and analytical approach to planning and the allocation of resources.</li><li>• The ability to remain calm, professional and positive under pressure.</li><li>• A natural collaborator who enjoys working as part of a team.</li><li>• A keen interest in the performing arts and an appreciation of theatre, especially in an Australian context.</li><li>• Extensive knowledge of theatre practices, terminology, etiquette and theatre craft.</li><li>• Good knowledge of theatrical costume and props.</li></ul>

	<ul style="list-style-type: none"><li>• An understanding of Work Health and Safety legislation and procedures as related to the theatre and entertainment industries.</li><li>• Experience of touring productions either domestically or internationally.</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.