

POSITION DESCRIPTION

Position Title:	Technician Stage Manager
Reporting to:	Technical Services Manager
Employment Status:	Casual

PRIMARY PURPOSE OF THE ROLE

Technician Stage Manager is the primary point of contact and liaison on the day of an event between presenters, their representatives, the CRH technical crew and the CRH Event Management team.

KEY ACCOUNTABILITIES

Technical and Stage Management Services

- Work as a general Stage Manager across all production requirements for concerts and events, including “calling” the show
- Act as the lead contact between the client/performers and City Recital Hall staff during concerts and events, managing the client’s requirements and expectations for technical delivery
- Conduct venue induction for contractors, clients and performers at concerts and events
- Assist technical staff to safely and efficiently set up and operate technical equipment for concerts and events
- Supervise and assist with bump-in and bump-out of event equipment and instruments
- Supervise technical casual staff during concerts and events, managing duties and breaks and ensure a high level of WHS is maintained at all times
- Ensure back of house areas (stage, green room, dressing rooms etc.) are prepared to concert and event requirements
- Liaise with Stage Door, Box Office and Front of House staff to ensure smooth running of concerts and events
- Prepare reports, undertake administrative tasks and attend meetings as required
- Provide input in production planning as required
- Assist in the development of processes, procedures
- Develop in-depth knowledge of venue capabilities and systems of operation

Workplace Health and Safety

- Supervise casual technical staff during concerts and events to ensure safety and compliance to City Recital Hall policies
- Ensure technical and stage management services are delivered within all relevant standard, codes, legislations, and compliant with WHS policies and procedures

Other

- Demonstrate ongoing commitment to City Recital Hall policies and procedures
- Undertake other duties and projects as reasonably requested

KEY CHALLENGES

- Maintain a high standard of service delivery to clients and artists/performers
- Maintain consistently high standard of technical and stage management operations and safety
- Detailed knowledge of the venue and its technical capabilities
- Thorough knowledge and dissemination to relevant staff of all relevant standard, codes, legislations, WHS policies
- Knowledge of and adherence to City Recital Hall Limited policies, procedures and systems

KEY RELATIONSHIPS

Who	Why
Internal	
Technical Services Manager	Leads and manages the Technical Team, coordinating staff and equipment resources to meet client needs
Technical Services Coordinator	Responsible for rostering Technical staff in conjunction with the Technical Services Manager
Technicians	Support Technical Services Manager in delivering events
Head of Operations	Oversees handling of WHS concerns/incidents
Concert & Event Managers	Provide information concerning the event via worksheets
Front of House Duty Manager	Provide clearance to open auditorium to audience members
External	
Artists, Tour Managers and other Clients	Technical Services Manager is the primary point of contact and liaison during the event between presenters and City Recital Hall

DELEGATED AUTHORITY

- Works within defined processes and procedures, and varies these with the permission of the supervising manager.
- Supervise technical casual staff within company guidelines

RECRUITMENT: POSITION PROFILE

The organisation

City Recital Hall Limited, a not-for-profit company, produces, promotes, presents and facilitates a vibrant, enterprising, diverse and inclusive program of over 270 concerts and events each year at City Recital Hall.

The company produces and presents a curated program of performances annually and supports a regular client base of Key Presenters: Australian Brandenburg Orchestra, Australian Chamber Orchestra, Musica Viva, Pinchgut Opera, and Sydney Symphony Orchestra.

The Hall is also available for hire for concerts and events presented by not-for-profit arts and community organisations, commercial concert promoters, educational institutions and corporate companies.

The role

As part of the City Recital Hall Technical Services team, the Technician Stage Manager is the primary point of contact and liaison on the day of an event between presenters, their representatives, the CRH technical crew and the CRH Event Management team. This role is to ensure not just the smooth running of set ups, rehearsals and performances but also the safety & security of all in the stage environment for the duration of the event. In an emergency situation the Stage manager is the area warden for the stage and backstage areas.

The production team on the day of an event may consist of casual, permanent and agency staff working collaboratively with the presenter's team and performers. It is the responsibility of the role to manage all on and off stage activities in a disciplined and responsible manner.

This role requires broad technical knowledge, as well as a leadership skills, a proactive hands-on approach, proven ability to multi-task, astute and tactful communication skills, flexibility, and a track record in problem-solving.

This position will involve irregular hours, including evenings and weekends. The position also requires a good level of fitness.

The role is employed under the City Recital Hall Limited & Media Entertainment and Arts Alliance Agreement 2018-2021, at Level 8, currently \$38.13 per hour, with a minimum shift of 4 hours duration.

SELECTION CRITERIA

Essential

1. Minimum 3 years' experience in technical production and stage management in the performing arts
2. Ability to remain calm and focused, maintaining a professional approach when under pressure
3. Ability to work in a team environment and to enlist the co-operation of staff and clients
4. Ability to maintain a professional relationship with all clients
5. Proven record of successful client service
6. Sound understanding of staging and technical systems, and the ability to operate to a basic level lighting, sound, AV, staging equipment, and/or communications systems
7. High level of computer literacy
8. Proven ability to work effectively as part of a small team, including providing direction and coordination when supervising casual staff

Desirable

1. Technical Qualifications
2. First Aid certificate
3. Sound knowledge of WHS and other industry standards
4. Experience in and knowledge of range of music production and repertoire

OTHER REQUIREMENTS

As this role will, on occasions, involve child-related work, City Recital Hall Limited requires the employee to hold Working with Children Clearance prior to any employment offer.

HOW TO APPLY

All applications should address the selection criteria, and include a current CV and details of at least two referees.

All enquires and applications should be submitted to:
recruitment@cityrecitalhall.com