

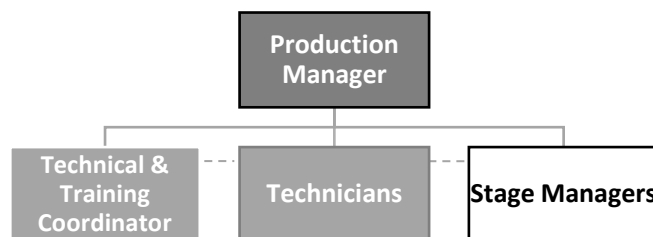
**POSITION DESCRIPTION**

**Casual Stage Manager**

**MY PURPOSE**

As part of a small multidisciplinary team, the Stage Managers deliver the production requirements and artist requirements for events. The role manages the stage and backstage areas to ensure the safe and efficient operation of the Hall, while maximising artistic outcomes for clients. The role works closely with the House Manager to coordinate all aspects of the performance and ensure premium experiences for artists and audiences.

**REPORTING LINE**



**Responsibilities**

**Duties**

- **Stage Management:** Oversee and coordinate all aspects of stage production, leading and supporting crew installing, rigging, and operating lighting, sound, staging and/or AV equipment to ensure cohesive stage operations; assist visiting technical crews with bump-in/-out; communicate effectively with a wide range of clients and staff; troubleshoot and problem-solve issues within available resources.
- **Facilities:** Maintain excellent venue presentation standards, on stage and backstage; maintain clean and hazard-free back-of-house areas and technical workspaces; maintain a thorough knowledge of the venue and its technical capabilities.
- **Work Health & Safety:** Ensure safe work practices, including when working at height; manage risks, report incidents, hazards and near misses; participate in regular in-house emergency training sessions; adhere to relevant WHS regulations; operate venue equipment according to safety guidelines, act as Fire Warden during performances.

**Performance Indicators**

- Maintain consistently high client satisfaction
- Maintain excellent punctuality and reliability

**MY ATTRIBUTES, SKILLSET AND BEHAVIOUR**

**Criteria**

**Essential**

- Substantial professional stage management experience in performing arts, preferably working in a venue
- Broad knowledge in at least one field of technical production (sound, lighting, AV, staging)
- Proven aptitude for quick thinking, decision making and problem-solving
- Knowledge of Work Health Safety principles
- Current NSW Working with Children Check clearance for paid employment

**Desirable**

- Technical qualifications in a theatre or event related discipline
- First Aid certificate
- Production Management experience
- Current NSW Driver’s Licence

**ACKNOWLEDGEMENT**

I accept the position description as stated above and that the position description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

**Print Name:**

**Signature:**

**Date:**