

## POSITION DESCRIPTION

### Stage Manager, Permanent Full Time

### OUR PURPOSE

To make City Recital Hall a performing arts centre renowned for its inclusive contemporary and classical music programming, elevated audience experience, and world-class acoustics.

#### Our Values

- **Connection** – Live music connects people
- **Imagination** – Creativity produces better performances
- **Excellence** – Reputation is built through excellence
- **Sustainability** is the key to lasting impact

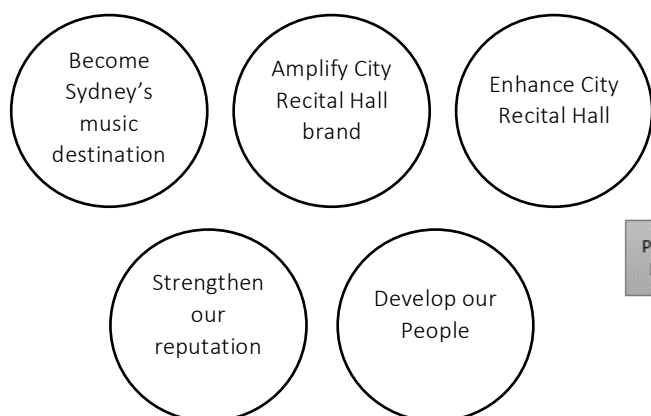
### MY PURPOSE

As Stage Manager, you are the lead point of contact on event days between presenter representatives, artists, and the internal technical and event management teams. You coordinate operations to bring the artist's vision to life while ensuring a safe, efficient, and professional event experience.

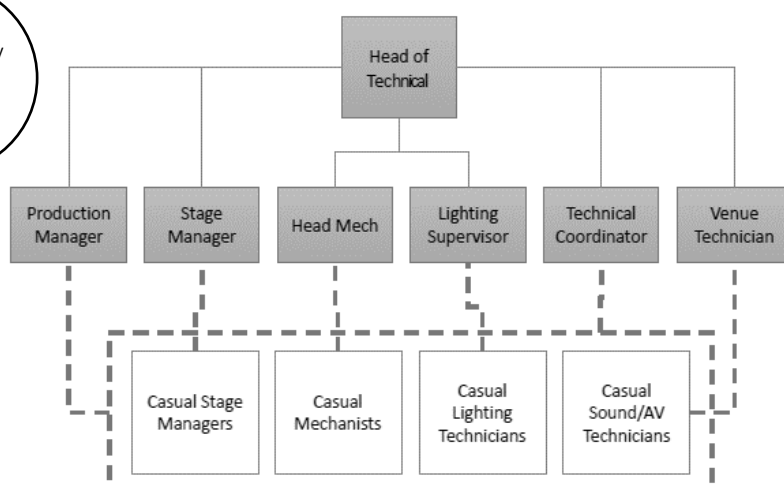
You contribute to event planning in close collaboration with the Production Manager, Event Managers, City Recital Hall Presents (CRHP), and the Head of Technical. During performances, you share responsibility with the Front of House Manager for the safe and effective operation of the venue.

This role requires flexible working hours, including evenings and weekends, depending on event schedules.

### OUR STRATEGIC FOCUS AREAS



### REPORTING LINE



### KEY RELATIONSHIPS



### MY RESPONSIBILITIES

#### Responsibilities

##### Event Planning & Administration

- Liaise with Production and Event Managers to assess event requirements
- Assist with technical and scheduling paperwork
- Support client communication from pre-production through delivery
- Partner with the Head Mechanist and technical staff on venue changeovers

##### Event Delivery & Stage Management

- Act as the lead Stage Manager during performances
- Manage all backstage spaces and be the key liaison between client/performers and staff
- Oversee bump-ins, rehearsals, performances, and bump-outs
- Coordinate crew and manage breaks
- Ensure back-of-house areas (dressing rooms, green room, grid, etc.) are presentation-ready
- Support maintenance tracking, documentation, and BOH systems

##### Technical Oversight & WHS

- Deliver services in line with WHS codes, standards, and legislation
- Lead toolbox talks and venue inductions for crew, contractors, and performers
- Help identify crewing needs and mitigate WHS risks
- Document WHS concerns and support policy development with leadership

##### Team Management, Recruitment & Training

- Collaborate with Production and Event Managers on scheduling and rostering
- Maintain awareness of EA compliance and labour agreements
- Recruit, train, and mentor casual stage management staff to ensure consistency in workflow, standards, and delivery
- Provide leadership and supervision to casual technical staff
- Support documentation and implementation of operational procedures across the technical team

##### Performance Indicators

- High standard of technical and stage presentation, safety, and professionalism
- Effective communication with clients, artists, and internal teams
- Strong working knowledge of venue systems, policies, and WHS standards
- Successful onboarding and training of new staff and maintenance of consistent work practices

### MY ATTRIBUTES, SKILLSET AND BEHAVIOUR

#### Criteria

##### Essential

- Calm and focused leadership under pressure
- Ability to lead technical teams and collaborate effectively
- Strong understanding of theatre systems (lighting, sound, AV)
- Knowledge of WHS standards and theatre etiquette
- Competent with comms systems and computer applications
- Team-oriented, proactive, and adaptable.

### Desirable

- Tertiary qualifications in technical production or equivalent experience
- First Aid certificate
- Experience with a wide range of music performance styles
- AutoCAD or VectorWorks skills
- Test & Tag licence

### Experience

- Minimum 3 years in a similar role within the performing arts industry
- Proven leadership in supervising and training casual technical crews
- Familiarity with production admin and scheduling software: Artifax, Momentus, MYOB PayGlobal, Deputy, Humanforce

### Attributes and Behaviours

#### Connection

- Support artists in sharing their art with audiences

#### Imagination

- Devise new ways to resolve staging issues, demonstrate creative problem solving

#### Excellence

- Deliver consistently exceptional concert experiences

#### Sustainability

- Enhance the venue's reputation as a premium live performance space

## 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:**