

POSITION DESCRIPTION

Assistant Stage Manager

OA is seeking expressions of interest from experienced live performance industry professionals to fill a range of temporary project roles across theatre and outdoor events over the coming months. The terms and conditions of employment for these roles, including pay rate will be in accordance with the applicable industrial instrument. If the industrial instrument is replaced, the terms and conditions of employment may change. We are currently negotiating for a new enterprise agreement and will advise if a new agreement is approved.

Position Title: Assistant Stage Manager – Handa Opera on Sydney Harbour

Unit: Technical

Reporting to: Stage Manager

Location: Based at The Seasonal Venue/Site, Sydney, but may be required to work and/or be based at other company work locations, as required.

Opera Australia's Vision is to enrich Australia's cultural life with exceptional opera and musical theatre.

Job Purpose

- To assist the Stage Manager and Deputy Stage Manager in the smooth operation of the rehearsal room and stage during the rehearsal and performance period.

Key Accountabilities

Major Responsibilities	Accountabilities	% total job
1. Production	<ul style="list-style-type: none"> Bump-in and bump-out all stage management and prop elements of the production for rehearsal and performances; Follow-through on origination, update and modification of all relevant show plots; Aid in the maintenance of the physical and artistic function of the production by reporting on all issues as they present themselves; Maintain the technical standard set by the Stage Manager; and Covering the operations of other stage management roles and prop plots as required. 	90%
2. Other	<ul style="list-style-type: none"> Attend production and staff meetings and implement requests from these meetings as directed 	10%
3. Health and Safety	<ul style="list-style-type: none"> Taking reasonable care of your own health and safety and that of others; Ensuring that your acts or omissions do not adversely affect others; and Complying with OA SAFE and any reasonable instructions, policies and procedure given by OA, 	Continual

	to enable OA to comply with WHS laws and maintain a safe working environment.	
All Opera Australia employees are expected to act and advocate for the highest levels of ethical standards and integrity including compliance with Opera Australia policy and relevant legislation.		

Key Selection Criteria

Knowledge and Experience		R	P
Demonstrated experience working as an Assistant Stage Manager or equivalent for a minimum of 1 years		X	
Proficient in the reading of music/score reading and experienced in the operation of sound equipment			X
Technical / Specialist Competencies		R	P
Excellent organisation and communication skills, written and verbal		X	
Demonstrate ability to work with creative and technical personnel and performers		X	
Ability to work under pressure, using tact, diplomacy and flexibility		X	
Knowledge and understanding of safe work practices		X	
Behavioural Competencies (select up to 4 competencies)		Level	
Problem solving and judgment		High	
Verbal and written communication		High	
Attention to detail		High	
Flexible and adaptable		High	

Working Relationships

Key internal stakeholders
Creative Team
Performers
Production Team and Crew
Key external stakeholders
Rehearsal Venue

Important note: This job description serves as a guide to the scope and range of activities that may be required of the incumbent and may change at any time according to the needs and priorities of Opera Australia.

To be completed by Human Resources

Remuneration Level			
Role ID		Date Approved	
Industrial instrument and Grade			