

POSITION DESCRIPTION

Communications Officer

Position Title: Communications Officer – Handa Opera on Sydney Harbour

Unit: Technical

Reporting to: Site and Venue Producer

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

- The Communications Officer is responsible for supporting the Senior Producer in the successful implementation of projects to high artistic, technical, and operational standards as required.
- The Communications Officer is a vital support role throughout the season. During performances, the Communications Officer controls the Communications Room (Emergency Management Centre) during venue operational times. As the controller of the Communications Room during performance, the role is responsible for recording all communications in accordance with event procedures and policy. It coordinates communication between department supervisors across radio channels, which may involve deploying site resources and implementing emergency response procedures.

Key Accountabilities

Major Responsibilities	Accountabilities	% total job
1. Production	<ul style="list-style-type: none"> • Manage onsite communication including opening and closure of site daily. • Develop an understanding of the Event Management Plan and relevant WHS documentation. • Ensure that communications are maintained across all site departments for the duration of the venue operational hours. • Coordinate with site supervisors to ensure the smooth and efficient deployment of site resources. • Accurately record all radio communications in accordance with the event's procedure and policy. • In the case of emergency, assist in the plans of management for emergencies as part of the Emergency Control 	90%

	<p>Organisation (ECO) as Communications Officer.</p> <ul style="list-style-type: none"> Be fully acquainted with all emergency procedures and implement emergency communication procedures when required. 	
2. Duties	<ul style="list-style-type: none"> Attend production and staff meetings and implement requests from these meetings as directed Provide the Producer with a weekly report of developments and activities. This may take place in writing or in the form of a meeting. 	10%
3. Team Management	<ul style="list-style-type: none"> Communicate direction and a clear vision of success. Share ideas and information in a timely manner following processes. Inspire and motivate the team. Generate confidence in the team and empower them. Focus on the continual improvement of each member of the team and the team as a whole. Delegate effectively and enable others to achieve 	Continual
4. 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, to enable OA to comply with WHS laws and maintain a safe working environment. 	Continual
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

R = Required

P= Preferred

Knowledge and Experience	R	P
Demonstrated experience working on outdoor performances and projects	X	
Demonstrated confidence and experience in operating an emergency control organisation	X	
Ability to manage small and large teams of production staff and contractors ensuring schedules and safety standards are met	X	
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
Knowledge and understanding of safe work practices.
Technical / Specialist Competencies
Behavioural Competencies
Problem solving and judgment
Problem solving and judgment
Time management
Flexible and adaptable

X	
X	
R	P
X	
X	
X	
Level	
Advanced	
Advanced	
High	
High	

Working Relationships

Key internal stakeholders
Mechanists, Technical Production Manager, Stage & Site Crew, Lighting Department, Stage Management
Key external stakeholders
Creative Department, Artists & Performers, Stage Supplier Companies, Rehearsal & Project 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			