

POSITION DESCRIPTION

Deputy Stage Manager

Position Title: Deputy 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

- Assisting the Stage Manager to ensure the smooth operation of rehearsal room and stage during the rehearsal and performance periods.
- The Deputy Stage Manager will be responsible for the smooth calling and running of the performance during the technical rehearsal and season, as well as assist in managing the creative team.
- Assisting to ensure all operations are in accordance with industry standards, Opera Australia policies and procedures. This role will help with supervision of performers and production.

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 in the rehearsal room and theatre; • Be highly skilled in the reading of musical scores and calling of all stage, lighting, sound and automation cues, as required of operatic productions; • Follow-through on origination, update and modification of all relevant show plots, prompt scripts and the like; • 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 Technical Director; and • Call in the production and teaching calls to the Stage Management Team. 	90%

2. Business as usual	<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, 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

Education and Qualifications	R	P
Tertiary Qualifications in Stage Management or other related field		X
Knowledge and Experience	R	P
Demonstrated experience working as a Deputy Stage Manager or equivalent for a minimum of two years	X	
Be highly skilled in the reading of musical scores and call of operatic productions	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	Advanced	
Verbal and written communication	Advanced	
Attention to detail	Advanced	
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			