

## POSITION DESCRIPTION

# Head Mechanist

**Position Title:** Head Mechanist – Handa Opera on Sydney Harbour

**Unit:** Technical

**Reporting to:** Production Manager

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

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

### Job Purpose

- The Head Mechanist will establish safe and consistent operation of the staging department through the installation, rehearsal and performance periods. They will be required to supervise fellow mechanists and coordinate the day to day activities of the department.

### Key Accountabilities

Major Responsibilities	Accountabilities	% total job
1. Production	<ul style="list-style-type: none"> <li>• Liaising directly with the production manager and other heads of departments and designers;</li> <li>• Developing work schedules for mechanist staff;</li> <li>• Rostering staff to manage fatigue and minimise overtime during busy periods;</li> <li>• Leading a department whilst interpreting directions and ideas from the Stage Designer and Senior Site and Technical Production Manager;</li> <li>• Liaising and directing staff from the contracting stage supply company;</li> <li>• Setting-up and operating staging equipment, both individually and in a team; and</li> <li>• Delivering procedures and practices to comply with safety requirements.</li> </ul>	90%
2. Duties	<ul style="list-style-type: none"> <li>• Attend production and staff meetings and implement requests from these meetings as directed</li> </ul>	10%
3. Team Management	<ul style="list-style-type: none"> <li>• Communicate direction and a clear vision of success.</li> <li>• Share ideas and information in a timely manner following processes.</li> <li>• Inspire and motivate the team.</li> <li>• Generate confidence in the team and empower them.</li> </ul>	Continual

	<ul style="list-style-type: none"> <li>Focus on the continual improvement of each member of the team and the team as a whole.</li> <li>Delegate effectively and enable others to achieve</li> </ul>	
4. Health and Safety	<ul style="list-style-type: none"> <li>Taking reasonable care of your own health and safety and that of others.</li> <li>Ensuring that your acts or omissions do not adversely affect others; and</li> <li>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.</li> </ul>	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 as a Head Mechanist or equivalent for a minimum of two years	X	
Demonstrated confidence in leading a team of staging professionals	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	X	
Knowledge and understanding of safe work practices.	X	
Technical / Specialist Competencies	R	P
Practical knowledge on the operation of various stage machinery and construction hand tools	X	
An understanding of the requirements in venue and daily maintenance of theatres or festival sites	X	
Capable to carry out manual handling tasks and comfortable working at heights	X	
Behavioural Competencies	Level	
Leadership and influence	Advanced	
Problem solving and judgment	Advanced	
Time management	High	
Strategic mindset	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			