

POSITION DESCRIPTION

Stage Door Assistant

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 updated if a new agreement is approved.

Position Title: Stage Door Assistant

Unit: Technical

Reporting to: Site & Venue Operations Manager

Location: Based at the Project Site/Venue, 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 Stage Door Attendant is responsible for supporting the Site and Venue department in effectively maintaining operations during the Project Event/Show.
- The role will be responsible for supporting Stage Door operations during construction and performance timeframes.

Key Accountabilities

Major Responsibilities	Accountabilities	% total job
1. Site & Venue Operations	<p>Assist with the organisation of the daily operations of Stage Door throughout the construction and performance timeframes, including:</p> <ul style="list-style-type: none"> • Administration of personnel safety equipment, radios and key requirements (including on-site management systems to ensure equipment is returned). • Distribution of consumables and tools during construction and throughout the performance period and ensure stock levels are suitably maintained. • Coordination of deliveries and their appropriate storage or distribution onsite plus communicating with relevant staff or contractors that deliveries have been received and documented. • Collation of delivery documentation to support invoicing and ensure documentation is provided to the Operations Coordinator. 	100%

	<ul style="list-style-type: none"> • Coordination of all onsite induction and accreditation systems in line with Work Health & Safety guidelines. This includes ensuring site inductions, including evacuation procedures, are conducted for all staff and contractors working on site in consultation with the Production Manager, Producer, Site & Venue Operations Manager, Site & Technical Production Coordinator, Site Managers, Safety Officer and Key Suppliers. • Collation of incident / hazard reports, ensuring they are completed in a timely manner and reported immediately to the Technical Director, Production Manager and Site & Venue Operations Manager. 	
2. Business as usual	<ul style="list-style-type: none"> • Liaise with the Site & Venue Operations Manager and/or Technical Director and external contractors on location security issues. • Provide regular updates of developments and activities to the Operations Coordinator as required. • Undertake any other duties as required, which are within the limits of the employee's skill, competence and training. 	Continual
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 qualification in arts, Events, technical theatre production or a related field.		X
Knowledge and Experience	R	P
Demonstrated organisation and administrative skills including competency across Microsoft Word, Excel, Outlook and use of databases with a minimum of 0-1 years' experience.	X	
A demonstrated ability to prioritise and meet tight deadlines.	X	
A team player who is self-motivated and shows initiative.	X	
Excellent communication and interpersonal skills, and a polite and professional manner	X	
A flexible attitude to duties/responsibilities and working hours including weekends and nights.	X	

Demonstrated experience in event or production operations.	X	
Technical / Specialist Competencies	R	P
A current and valid class C Australian driver's license.		X
Behavioural Competencies (select up to 4 competencies)	Level	
Time management	High	
Verbal and written communication	High	
Flexible and adaptable	High	
Attention to detail	High	

Working Relationships

Key internal stakeholders
Technical Director, Production Manager, Producer, Site & Venue Operations Manager, Site Managers, Operations Administrator, Safety Officer, Crew, Artist Team, Stage Management Team.
Key external stakeholders
Site Suppliers & Contractors, Venue, Food & Beverage Suppliers.

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			