

STAGE MANAGER - SWING

Thank you for your interest in the position of Stage Manager - Swing with Sydney Theatre Company.

The purpose of this role is to provide Stage Management support and expertise on Sydney Theatre Company productions during the preproduction, rehearsal and run periods as well as assisting the Head of Stage Management in maintaining internal systems and delivering administrative support to all Stage Management staff on Sydney Theatre Company productions.

The Stage Management - Swing will support Sydney Theatre Company productions at a range of theatre venues, including the Wharf Theatres and Roslyn Packer Theatre at Walsh Bay, and the Drama Theatre at the Sydney Opera House. The role may also be required at other venues when Sydney Theatre Company is on tour.

1. Hours of Work

The usual hours of work are 38 hours a week. However, the nature of working for a theatre company and requirements of this position require a degree of flexibility and will include evening work and occasionally weekends.

Please note that this is a 6 Month Seasonal contract with the possibility for extension.

2. Wages and Entitlements

- Appropriate EA Rate will be dependent on skills and experience
- 5 weeks annual leave (pro-rata)
- Complimentary tickets to STC productions

3. Application

In order to make your application for this position, please forward your resume and a cover letter briefly demonstrating how your experience is applicable to the listed **capabilities and competencies** as outlined below and also in the job description to recruitment@sydneytheatre.com.au

Essential

- Minimum of three years relevant industry experience, preferably within subsidised theatre.
- Previous experience in calling mainstage performances.
- Excellent leadership skills.
- Excellent communication skills both oral and written.
- Excellent negotiation skills with a creative approach to problem solving.
- Excellent management skills with a logical and analytical approach to planning and allocating resources.
- The ability to remain calm, professional, and positive under pressure.
- The ability to be flexible and adapt to the changing needs of a production.
- A natural collaborator who enjoys working as part of a team.
- A keen interest in the performing arts and an appreciation of theatre, especially in an Australian context.
- Extensive knowledge of theatre practices, terminology, etiquette, and theatre craft.
- An understanding of Work Health and Safety legislation and procedures as related to the theatre and entertainment industries.

Applications close 9am, Monday 27 May 2024 but we will be reviewing applications as they are submitted. If you are interested in applying, please submit your application as soon as possible.

*** Must be Australian resident or hold current, appropriate working visa**

The Sydney Theatre Company encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, intersex and queer (LGBTQI+) people.

For a full copy of the Sydney Theatre Company's Cultural Representation Pledge, please visit our website: <https://www.sydneytheatre.com.au/about/stc-commitments/cultural-representation-pledge>

STAGE MANAGEMENT – SWING

ORGANISATIONAL CONTEXT

Division:	Technical & Production
Team:	Stage Management
Manager (reports to):	Head of Stage Management
Direct reports:	Nil
Key relationships – Internal	Resident Stage Manager Contracted Stage Management Staff Production Management Producers Company Management Creatives, Cast & Crew Heads of Departments & Venue Staff
Key relationships – External	External Cast & Crew External Hirers

THE ROLE OVERVIEW

To provide Stage Management support and expertise on Sydney Theatre Company productions during the preproduction, rehearsal and run periods.

To assist the Head of Stage Management in maintaining internal systems and delivering administrative support to all Stage Management staff on Sydney Theatre Company productions.

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The Stage Management – Swing position is a 6-month contract.

KEY RESPONSIBILITIES

Stage Management Cover

- To become familiar with the various Stage Management show plots and show call on a range of STC productions and provide cover should the need arise. This will involve but not be limited to:
 - Watch archival recordings and shadow Stage Managers, Deputy Stage Managers and Assistant Stage Managers on existing productions.
 - Assist with and oversee props and furniture presets, make consumables, and run Assistant Stage Manager cues in show conditions.
 - Study the prompt copy, observe the show call and call performances.
 - Observe and run Stage Manager cues in show conditions.
 - Uphold the artistic integrity of the show by ensuring a high level of continuity is maintained when covering roles.
 - Ensure health and safety standards are maintained as outlined in the production Risk Assessment.
 - Maintain knowledge by periodically revisiting shows, as necessary.

Stage Manager on Readings and Events

- To work as Stage Manager on readings and events as required. This will involve but not be limited to:
 - Be responsible for the creation and distribution of information to all relevant teams associated with the project.
 - Record and monitor cast working hours and communicate this to Casting and New Work departments.
 - Prepare for rehearsals by printing scripts, calling cast and liaising with STC staff.
 - Run the rehearsal room, schedule all rehearsals and any other activities during the project.
 - Run the stage for all plotting sessions, technical rehearsals and dress rehearsals, ensuring the stage is prepared for each session, managing cast breaks and working to schedule.
 - Call cues and/or performers, as required.
 - Form effective and creative working relationships with all stakeholders and staff.

Core Team Member

- Develop and maintain professional relationships with the management and staff of all venues and companies that STC presents and co-produces with.
- Participate in the development and maintenance of systems and procedures in relation to the Stage Management department.
- Assist in the implementation of the forthcoming season as required by the Head of Stage Management.
- Ensure that the process and management of permanent, seasonal and casual workers is in line with Sydney Theatre Company policies, procedures and Enterprise Agreement.
- Undertake other duties as required by the Head of Stage Management and/or Director, Technical and Production.
- Attend staff training and meetings.
- Deputise for the Head of Stage Management, as required.

WORKPLACE HEALTH & SAFETY

For the purposes of the Workplace Health and Safety Act and Regulations the employee must ensure that they:

- Take responsibility for the health and safety of self and team.
- Work in a safe manner and follows procedures introduced for their protection.
- Participate in any training or education necessary to enable them to work safely including familiarisation with the STC's WH&S policy.
- Report any unsafe work practices or conditions to supervisors or managers.
- Cooperate with Sydney Theatre Company in their efforts to comply with workplace health and safety requirements.

ENVIRONMENTAL SUSTAINABILITY

To support STC's vision of becoming the world's most sustainable theatre, the employee must ensure they:

- Take reasonable steps towards minimising the environmental impact of their role and that of the Company.
- Work in an environmentally responsible manner and follow procedures introduced to this end.
- Participate in any training or education necessary to enable them to work sustainably including familiarisation with the Company's various green policies.
- Bring to the attention of the internal Green Team any situations or practices that could be improved in relation to environmental performance.
- Cooperate with Sydney Theatre Company in their efforts to lead in the area of environmental sustainability.

CAPABILITY REQUIREMENTS KEY SELECTION CRITERIA

Capabilities and competencies

- Minimum of three years relevant industry experience, preferably within subsidised theatre.
- Previous experience in calling mainstage performances.
- Excellent leadership skills.
- Excellent communication skills both oral and written.
- Excellent negotiation skills with a creative approach to problem solving.
- Excellent management skills with a logical and analytical approach to planning and allocating resources.
- The ability to remain calm, professional, and positive under pressure.
- The ability to be flexible and adapt to the changing needs of a production.
- A natural collaborator who enjoys working as part of a team.
- A keen interest in the performing arts and an appreciation of theatre, especially in an Australian context.
- Extensive knowledge of theatre practices, terminology, etiquette, and theatre craft.
- An understanding of Work Health and Safety legislation and procedures as related to the theatre and entertainment industries.

HOURS & LOCATION OF WORK

STC is a live performance organisation and as such much of the work of this role is conducted at nights or over the weekend. As part of your role, you will be required to:

- Work in accordance with the prescribed roster for our role. This involves regular night and weekend work. You may also be asked to work paid regular overtime in accordance with Productions schedules.
- travel from time to time to support STC touring schedule.

This job description describes the broad scope of the role and is not an exhaustive list.

It may also change from time to time with due consultation to meet the changing needs of the business.